



Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: STATE HOUSING FUND (SHF) and COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

REGARDING FUNDING SOURCES: HOME, Housing Trust Fund and CDBG

INFORMATION BULLETIN No. 03-12

ISSUED: January 25, 2012

RE: STATE HOUSING FUND PROGRAM and COMMUNITY DEVELOPMENT BLOCK GRANT INCOME and RENT LIMITS EFFECTIVE February 9, 2012

Attached are the 2012 income limits for the State Housing Fund (HOME and Housing Trust Fund) and Community Development Block Grant (CDBG) programs as well as the rent limits that apply to the State Housing Fund Program only. These income and rent limits are effective February 9, 2012. The tables are also available for download on the Forms & Handbooks page of our website, www.azhousing.gov.

Arizona Department of Housing

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www.azhousing.gov



2012 ARIZONA INCOME LIMITS

ARIZONA COUNTIES

Revised 1/23/12

State of Arizona -- State Housing Fund and CDBG Programs
HOME, HTF and CDBG Program Income Limits

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +
Flagstaff, AZ Coconino County MEDIAN HOUSEHOLD	30%	13200	15100	17000	18850	20400	21900	23400	24900
	50% (Very Low-Income)	22050	25200	28350	31450	34000	36500	39000	41550
	60%	26460	30240	34020	37740	40800	43800	46800	49860
	80% (Low-Income)	35250	40300	45350	50350	54400	58450	62450	66500
Lake Havasu City-Kingman, AZ Mohave County MEDIAN HOUSEHOLD	30%	10750	12300	13850	15350	16600	17850	19050	20300
	50% (Very Low-Income)	17950	20500	23050	25600	27650	29700	31750	33800
	60%	21540	24600	27660	30720	33180	35640	38100	40560
	80% (Low-Income)	28700	32800	36900	40950	44250	47550	50800	54100
Phoenix-Mesa-Glendale, AZ Maricopa - Pinal Counties MEDIAN HOUSEHOLD	30%	13950	15950	17950	19900	21500	23100	24700	26300
	50% (Very Low-Income)	23250	26600	29900	33200	35900	38550	41200	43850
	60%	27900	31920	35880	39840	43080	46260	49440	52620
	80% (Low-Income)	37200	42500	47800	53100	57350	61600	65850	70100
Prescott, AZ Yavapai County MEDIAN HOUSEHOLD	30%	12150	13850	15600	17300	18700	20100	21500	22850
	50% (Very Low-Income)	20200	23100	26000	28850	31200	33500	35800	38100
	60%	24240	27720	31200	34620	37440	40200	42960	45720
	80% (Low-Income)	32350	36950	41550	46150	49850	53550	57250	60950
Tucson, AZ Pima County MEDIAN HOUSEHOLD	30%	12700	14500	16300	18100	19550	21000	22450	23900
	50% (Very Low-Income)	21150	24200	27200	30200	32650	35050	37450	39900
	60%	25380	29040	32640	36240	39180	42060	44940	47880
	80% (Low-Income)	33850	38650	43500	48300	52200	56050	59900	63800
Yuma, AZ Yuma County MEDIAN HOUSEHOLD	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16450	18800	21150	23450	25350	27250	29100	31000
	60%	19740	22560	25380	28140	30420	32700	34920	37200
	80% (Low-Income)	26250	30000	33750	37500	40500	43500	46500	49500
: Apache County MEDIAN HOUSEHOLD	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16450	18800	21150	23450	25350	27250	29100	31000
	60%	19740	22560	25380	28140	30420	32700	34920	37200
	80% (Low-Income)	26250	30000	33750	37500	40500	43500	46500	49500
: Cochise County MEDIAN HOUSEHOLD	30%	11750	13400	15100	16750	18100	19450	20800	22150
	50% (Very Low-Income)	19600	22400	25200	27950	30200	32450	34700	36900
	60%	23520	26880	30240	33540	36240	38940	41640	44280
	80% (Low-Income)	31300	35800	40250	44700	48300	51900	55450	59050

2012 ARIZONA INCOME LIMITS

ARIZONA COUNTIES

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State of Arizona -- State Housing Fund and CDBG Programs
HOME, HTF and CDBG Program Income Limits

1 PERSON 2 PERSON 3 PERSON 4 PERSON 5 PERSON 6 PERSON 7 PERSON 8 PERSON +

: Gila County MEDIAN HOUSEHOLD	30%	10300	11750	13200	14650	15850	17000	18200	19350
	50% (Very Low-Income)	17100	19550	22000	24400	26400	28350	30300	32250
	60%	20520	23460	26400	29280	31680	34020	36360	38700
	80% (Low-Income)	27350	31250	35150	39050	42200	45300	48450	51550
: Graham County MEDIAN HOUSEHOLD	30%	10600	12100	13600	15100	16350	17550	18750	19950
	50% (Very Low-Income)	17650	20150	22650	25150	27200	29200	31200	33200
	60%	21180	24180	27180	30180	32640	35040	37440	39840
	80% (Low-Income)	28200	32200	36250	40250	43500	46700	49950	53150
: Greenlee County MEDIAN HOUSEHOLD	30%	11700	13400	15050	16700	18050	19400	20750	22050
	50% (Very Low-Income)	19500	22250	25050	27800	30050	32250	34500	36700
	60%	23400	26700	30060	33360	36060	38700	41400	44040
	80% (Low-Income)	31150	35600	40050	44500	48100	51650	55200	58750
: La Paz County MEDIAN HOUSEHOLD	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16450	18800	21150	23450	25350	27250	29100	31000
	60%	19740	22560	25380	28140	30420	32700	34920	37200
	80% (Low-Income)	26250	30000	33750	37500	40500	43500	46500	49500
: Navajo County MEDIAN HOUSEHOLD	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16450	18800	21150	23450	25350	27250	29100	31000
	60%	19740	22560	25380	28140	30420	32700	34920	37200
	80% (Low-Income)	26250	30000	33750	37500	40500	43500	46500	49500
: Santa Cruz County MEDIAN HOUSEHOLD	30%	9850	11250	12650	14050	15200	16300	17450	18550
	50% (Very Low-Income)	16450	18800	21150	23450	25350	27250	29100	31000
	60%	19740	22560	25380	28140	30420	32700	34920	37200
	80% (Low-Income)	26250	30000	33750	37500	40500	43500	46500	49500

2012 PROGRAM RENT LIMITS

ARIZONA COUNTIES

Revised 1/23/2012

State of Arizona -- State Housing Fund Programs
HOME and Housing Trust Fund Program Rents

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
Flagstaff, AZ Coconino County	LOW HOME RENT	580	621	745	860	960	1059	1158
	HIGH HOME RENT	734	788	947	1085	1191	1296	1401
For information only:	Fair Market Rent	660	785	887	1141	1439	1655	1877
	50% Rent Limit	551	590	708	818	912	1006	1100
	65% Rent Limit	696	748	899	1030	1129	1227	1326
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Lake Havasu City - Kingman Mohave County	LOW HOME RENT	516	553	663	768	856	944	1034
	HIGH HOME RENT	615	666	788	965	1056	1147	1238
For information only:	Fair Market Rent	599	659	768	1062	1185	1363	1541
	50% Rent Limit	448	480	576	665	742	819	896
	65% Rent Limit	564	605	728	832	909	984	1060
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Phoenix, AZ Maricopa/Pinal Counties	LOW HOME RENT	583	625	750	866	966	1066	1165
	HIGH HOME RENT	666	776	936	1092	1199	1304	1410
For information only:	Fair Market Rent	619	721	870	1267	1483	1705	1928
	50% Rent Limit	581	623	747	863	963	1063	1162
	65% Rent Limit	736	790	949	1089	1195	1300	1404
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Prescott, AZ Yavapai County	LOW HOME RENT	505	541	650	750	837	923	1009
	HIGH HOME RENT	625	671	808	941	1030	1118	1207
For information only:	Fair Market Rent	612	632	798	1163	1198	1378	1557
	50% Rent Limit	505	541	650	750	837	923	1009
	65% Rent Limit	636	683	822	941	1030	1118	1207
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Tucson, AZ Pima County	LOW HOME RENT	528	566	680	785	876	966	1057
	HIGH HOME RENT	570	670	860	987	1081	1175	1268
For information only:	Fair Market Rent	570	670	860	1238	1309	1505	1702
	50% Rent Limit	528	566	680	785	876	966	1057
	65% Rent Limit	668	716	862	987	1081	1175	1268

2012 PROGRAM RENT LIMITS

ARIZONA COUNTIES

Revised 1/23/2012

State of Arizona -- State Housing Fund Programs
HOME and Housing Trust Fund Program Rents

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
Yuma, AZ Yuma County								
	LOW HOME RENT	426	456	548	633	706	779	852
	HIGH HOME RENT	535	574	691	789	861	931	1002
For information only:	Fair Market Rent	519	613	732	1038	1272	1463	1654
	50% Rent Limit	411	440	528	610	681	751	820
	65% Rent Limit	514	552	664	759	828	895	962
: Apache County								
	LOW HOME RENT	411	440	528	610	681	751	820
	HIGH HOME RENT	447	544	647	759	828	895	962
For information only:	Fair Market Rent	424	519	614	852	1079	1241	1403
	50% Rent Limit	411	440	528	610	681	751	820
	65% Rent Limit	514	552	664	759	828	895	962
: Cochise County								
	LOW HOME RENT	490	525	630	726	811	895	978
	HIGH HOME RENT	524	607	762	912	998	1082	1166
For information only:	Fair Market Rent	484	561	704	972	1195	1374	1554
	50% Rent Limit	490	525	630	726	811	895	978
	65% Rent Limit	616	662	797	912	998	1082	1166
: Gila County								
	LOW HOME RENT	450	481	577	667	745	821	897
	HIGH HOME RENT	564	606	729	834	910	986	1061
For information only:	Fair Market Rent	487	570	750	1030	1061	1220	1379
	50% Rent Limit	427	458	550	635	708	781	854
	65% Rent Limit	535	575	692	790	863	933	1004
: Graham County								
	LOW HOME RENT	441	472	566	654	730	805	880
	HIGH HOME RENT	528	566	682	817	891	965	1039
For information only:	Fair Market Rent	508	547	613	847	975	1121	1268
	50% Rent Limit	441	472	566	654	730	805	880
	65% Rent Limit	553	594	714	817	891	965	1039

2012 PROGRAM RENT LIMITS

ARIZONA COUNTIES

Revised 1/23/2012

State of Arizona -- State Housing Fund Programs

HOME and Housing Trust Fund Program Rents

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
: Greenlee County								
	LOW HOME RENT	502	538	646	746	832	918	1004
	HIGH HOME RENT	586	651	792	936	1025	1112	1200
For information only:	Fair Market Rent	586	651	817	1123	1270	1461	1651
	50% Rent Limit	487	521	626	723	806	890	973
	65% Rent Limit	614	659	792	906	991	1076	1159
: La Paz County								
	LOW HOME RENT	411	440	528	610	681	751	820
	HIGH HOME RENT	514	552	664	759	828	895	962
For information only:	Fair Market Rent	564	565	678	959	988	1136	1284
	50% Rent Limit	411	440	528	610	681	751	820
	65% Rent Limit	514	552	664	759	828	895	962
: Navajo County								
	LOW HOME RENT	411	440	528	610	681	751	820
	HIGH HOME RENT	506	544	664	759	828	895	962
For information only:	Fair Market Rent	490	524	691	931	1103	1268	1434
	50% Rent Limit	411	440	528	610	681	751	820
	65% Rent Limit	514	552	664	759	828	895	962
: Santa Cruz County								
	LOW HOME RENT	411	440	528	610	681	751	820
	HIGH HOME RENT	514	545	664	759	828	895	962
For information only:	Fair Market Rent	525	525	666	971	1000	1150	1300
	50% Rent Limit	411	440	528	610	681	751	820
	65% Rent Limit	514	552	664	759	828	895	962

The Arizona Department of Housing
2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 17-12

ISSUED: April 19, 2012

RE: 2012 Qualified Allocation Plan

REMINDER: Upcoming Job Creation Threshold Deadline

Pursuant to Section 2.9(I)(3)(c) of the 2012 Qualified Allocation Plan (the "QAP"), 2012 Low Income Housing Tax Credit Program Applicants ("Applicants") must provide evidence of each of the following no later than May 1, 2012 at 4pm.

1. The Project's final site plan, final plat approval or equivalent approval from the appropriate Local Government Agency;
2. Evidence that civil engineering plans (including, but not limited to, grading, paving, water, sewer and utilities), and building plans (all building construction documents for the Project), have been submitted to the appropriate Local Government Agency; and
3. Applicants must also provide Form 9, signed by the Project's architect and civil engineer.

Applicants should refer to the QAP for the complete details of the requirements for each item noted above.

There will be no waivers or consideration granted by the Department with respect to any Job Creation threshold requirements, nor will any required deadlines be extended.

In an effort to facilitate the document submission, Applicants will find a link to the Job Creation Supporting Documentation Portal on the Department's website at <http://www.azhousing.gov>. An electronic upload will be considered an acceptable submission of the required documentation.

Questions may be directed, in writing, to 2012_QAP_Comments@azhousing.gov.

INFORMATION: Ruby Dhillon, Rental Programs Administrator
(602) 771-1031 ruby.dhillon@azhousing.gov.



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Community Development Block Grant (CDBG)

REGARDING FUNDING SOURCES: CDBG

INFORMATION BULLETIN No. 02-12

ISSUED: January 25, 2012

**RE: CDBG Allocation by COG Region in Compliance with Program
Year Annual Action Plan FY2011-2012**

In compliance with the State of Arizona Consolidated Plan, FY 2010-2014 (Consolidated Plan), the state must include a description of its methods of distributing funds to local governments to carry out activities using funds expected to be received during the program year under the formula allocations. For the Federal Funding Year 2012, the COG allocation is as follows:

CDBG Allocation by COG Region	2012 Allocation Amount	2012 Allocation Share
NACOG	\$ 1,499,164	23.0551420%
WACOG	\$ 1,951,719	30.0148470%
CAAG	\$ 1,772,685	27.2615360%
SEAGO	\$ 1,278,945	19.6684750%
Total Allocation to Rural COGs	\$ 6,502,513	

Additionally as described in the Consolidated Plan, 10% of the State's total CDBG allocation or \$890,806 is set aside for eligible colonias projects and 15% of the adjusted allocation total or \$1,147,502 is set aside for the state special projects funding. Both of these set-asides are competitive applications that will be announced through future Notices of Funding Availability.

CONTACT: Kathy Blodgett
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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Low Income Housing Tax Credit

REGARDING FUNDING SOURCES: LIHTC

INFORMATION BULLETIN No. 04-12

ISSUED: January 30, 2012

RE: REVISIONS TO FORM 2 and FORM 7 in ADDITIONAL FORMS WORKBOOK

Please note that the Department has made minor revisions to Form 2 and Form 7 of the 2012 LIHTC Additional Forms workbook which is a part of the 2012 LIHTC application. Please visit the following website: www.azhousing.gov, and download the updated forms prior to submitting your 2012 LIHTC application on March 1, 2012.

Please email any questions regarding this notice to 2012_QAP_Comments@azhousing.gov.



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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Community Development and Revitalization

REGARDING FUNDING SOURCES: CDBG

INFORMATION BULLETIN No. 05-12

ISSUED: February 3, 2012

RE: Notice of Funding Availability for CDBG
State Special Projects Competitive Funding

NOTICE OF FUNDING AVAILABILITY (NOFA OR NOTICE)

For FY 2012, the Arizona Department of Housing (ADOH) expects to allocate approximately \$1,147,502.00 in Community Development Block Grant (CDBG) Program funds to State Special Projects (SSP). The FY 2012 SSP funds will be distributed in one competitive funding round and the application submission deadline is July 18, 2012 at 4 p.m.

The Application Process for the SSP funding allocation is described in the CDBG Application Handbook (revised January 2009) with any changes or additional requirements outlined in this Notice. The CDBG Application Handbook and SSP Rating Forms (the Rating Tool and the Completeness Review Form) can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>

CHANGES FROM FY2011

There is a significant project eligibility change from the FY2011 SSP application round. The change is as follows:

- **Project Eligibility:** Only those activity types listed on **Appendix B** of the State of Arizona **FY2011 Action Plan** with a priority ranking of "High" or "Medium" for the *categories listed below* will be eligible to apply for CDBG SSP funding. Projects listed as a "Low" priority and those *not listed* will not be eligible to apply for funding. Applicants unsure of an activity's eligibility are encouraged to contact ADOH staff to discuss the project. A copy of the Appendix B can be found in the FY2011 Final Action Plan on the ADOH Website at: <http://www.azhousing.gov/ShowPage.aspx?ID=137&CID=15>

Eligible Categories are as follows:

- Public Facilities and Improvements
 - Community/Supportive Housing Facilities
 - Housing
 - Economic Development
-
- **Application Thresholds:** Threshold requirements have changed. There are general thresholds that apply to every application and thresholds that are project specific. Applications *must meet both general and project specific thresholds* in order to be eligible for scoring. Any application that does not meet all applicable threshold requirements will not be competitively scored and will be denied for funding. Please review Part I of the ADOH CDBG SSP Rating Tool FY2012. The rating tool can be obtained from the ADOH website at:
<http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>

 - **Scoring:** The competitive scoring criteria have changed. *There is now a minimum score requirement of 70 points.* Any applications not scoring the minimum 70 points will not be considered for funding. Please review Part II, III & IV of the ADOH CDBG SSP Rating Tool FY2012 carefully. The rating tool can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>

STATE SPECIAL PROJECTS INFORMATION

Eligible Applicants

Consistent with federal law, eligible applicants for the State CDBG Program are:

- All incorporated cities and towns, except those located in Maricopa and Pima Counties and excluding tribal lands and the cities of Flagstaff, Prescott and Yuma.
- All of Arizona's counties except Maricopa and Pima Counties.

Eligible Activities

Any eligible CDBG activity listed on Appendix B of the State of Arizona FY2011 Annual Action Plan under the categories of Public Facilities and Improvements; Community/Supportive Housing Facilities; Housing; and Economic Development with a priority ranking of "High" or "Medium" can be undertaken with State Special Projects (SSP) Account.

Activities must meet a CDBG National Objective.

Applicants unsure of an activity's eligibility are encouraged to contact ADOH staff to discuss the project.

Eligible activities should be ready to begin implementation within 30 days of execution of the Funding Agreement, and must anticipate completion within the self-determined and approved contract timeframe, generally not to exceed 24 months.

Threshold Issues and Application Requirements

To qualify for funding under this notice, applicants *must* submit the following items *in addition to all elements required by Section 6 of the CDBG Application Handbook (Rev. January 2009)*. Applications that are not complete and do not contain the following items will be rejected.

For all applications:

- The activity meets one of the three national objectives:
 - Low-to-Moderate Income Benefit
 - Slum/Blight
 - Urgent Need

- At least 70% of all SSP funds must benefit persons of low and moderate income.

- Slum/Blight and Urgent Needs activities are capped at a maximum of 30% of the total CDBG allocation per year. Applicants proposing Slum/Blight or Urgent Need projects must notify the Department in advance for approval of the submission of a Slum/Blight or Urgent Need project application. *Slum/Blight projects must address one or more of the conditions indicated in the applicant's resolution as the reason for designation of the target area as Slum/Blight.*

- Environmental Review Record: Both new and re-evaluation requests must be reviewed and approved by ADOH *prior to submittal of an SSP Application*.
 - All applications must include the project specific E-13 Authority to Use Grant Funds issued by ADOH with an issuance date prior to submission of the SSP application.
 - For Environmental Review Records subject to re-evaluation, ADOH will issue a written notification of approval. Applications must include a copy of this notification of approved re-evaluation as well as a copy of the original E-13.
 - *Please see the ADOH Environmental Review Handbook available on our website at <http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>*

- Applicant must submit extensive public participation information demonstrating they held at least two (2) public hearings *including*: ads, postings, P2 and P4 affidavits, meeting minutes and sign in sheets from each meeting/hearing, and a list of all projects discussed.

- Applicant must submit detailed cost estimates and budgets for both administrative and project funding that have been carefully considered to maximize the potential of CDBG funds.

- Applicant must provide documentation evidencing a clearly-defined and appropriate Service Area for the project (e.g. project maps, census data, surveys, appropriate/complete application forms etc.).

For Public Facilities and Improvements:

- Eligible activities are:
 - Water System Improvements
 - Wastewater System Improvements
 - Road/Street Improvements
 - Flood and Drainage Improvements
 - Other Public or Privately Owned Utilities
- Applicant must submit complete construction plans and specifications including evidence of approval by the appropriate department at the local government level
- Applicant must submit proof of site control.
- Applicant must submit final engineering design drawings, signed and certified.
- Applicant must submit a list of qualified bidders selected for solicitation and statement certifying that the local government will select vendors through a competitive procurement process compliant with CDBG guidelines.
- Applicant must include copies of all applicable permits (e.g. zoning, building, Army Corps of Engineers) or letters from the appropriate bodies stating these permits will likely be approved within 30 days of award notification. In the event that permits are not applicable (i.e. work performed by city staff in the right of way owned by the city) the applicant must provide a detailed written explanation of why permits are not applicable to the project.
- Applicant must submit evidence of proper zoning for the project type from the appropriate planning and/or zoning dept.
- Cost estimates have been signed and certified by an Architect, Engineer or Contractor.

For Community/Supportive Housing Facilities:

- Eligible Activities are:
 - ADA/ROB Improvements – as a standalone activity for any community/supportive housing facility (including parks, playgrounds, libraries, youth centers, community centers, etc.)
 - Senior Centers
 - Food Banks
 - Physical or Psychological Disabilities Facilities
 - Homeless Facilities
 - Supportive Housing Facilities (DV shelters, halfway houses, housing for disaster victims, hospitals etc.)
- Applicant must submit complete construction plans and specifications with detailed drawings of the final product.
- Applicant must submit documentation demonstrating that the applicant or subrecipient owns the land in question with no restrictive agreements attached to the land.
- Applicant must provide a list of qualified bidders selected for solicitation and statement certifying that the local government or subrecipient will select vendors through a competitive procurement process compliant with CDBG guidelines.
- Cost Estimates have been signed and certified by an Architect, Engineer or Contractor.

- Applicant must include copies of all applicable permits (e.g. zoning, building, Army Corps of Engineers) or letters from the appropriate bodies stating these permits will likely be approved within 30 days of award notification. In the event that permits are not applicable (i.e. work performed by city staff in the right of way owned by the city) the applicant must provide a detailed written explanation of why permits are not applicable to the project.

For Housing:

- Eligible activities are:
 - Owner Occupied Housing Rehabilitation
 - Rental Housing Rehabilitation
 - Lead-based Paint Evaluation or Reduction
- Applicant must provide a copy of the wait list of *income qualified* homeowners/tenants that is signed by the CDBG Contact to support need. Wait list must include household name, address, size, AMI% and race/ethnicity information.
- Applicant must submit a copy of the community's Housing Rehab Guidelines (HRGs) **AND** a copy of the ADOH document approving the HRGs. HRG's therefore must be reviewed and approved by ADOH prior to submission of an SSP application. HRG's must have incorporated energy efficiency retrofitting policies and procedures.
- Applicant must submit evidence that the community's HRGs have been adopted by its governing body via a resolution or meeting minutes.
- Applicant must submit a copy of the initial inspections (HQS or equivalent) for each of the units to be assisted.
- If Rental Rehab: applicant must include documented evidence the landlord has site control.
- If Rental Rehab: applicant must submit a copy of the agreement between the landlord and the local government to rent a certain percentage of units to L/M income households.

For Economic Development Assistance:

- Eligible activities are:
 - Direct Assistance to For-profit Businesses
 - Economic Development Services
 - Micro-enterprise Assistance to Businesses
- Applicant must submit a list of qualified business owners to be assisted.
- Applicant must provide letters from the assisted businesses agreeing to create or retain jobs and comply with CDBG requirements for economic development activities.
- Applicant must provide evidence that the activities proposed are financially feasible.
- If infrastructure/construction project: cost estimates have been certified by an Architect, Engineer or Contractor.

Public Participation

ADOH encourages each community to combine SSP projects with Regional Account Projects in the public participation and publication process to avoid the need for additional publications and hearings. *All documented evidence of Public Participation process where the project for this SSP application was selected must be submitted.* Please refer to the CDBG Application Handbook:

<http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>

Selection of Project Awards

Projects will be selected for SSP funding by a competitive process through which applications are scored. Applications that have met all applicable threshold requirements will be competitively scored with the highest scoring applications receiving awards until available funds are exhausted. Scored applications will be kept on file for one year and the next highest scoring application will be funded only if funding becomes available through recapture or de-obligated CDBG funds sufficient to award the additional project.

The goals of the rating system are as follows:

- Ensure fairness in competition for the grants;
- Increase the objectivity of the reviews; and
- Provide grantees with more information on how to write a competitive application.

The application rating system places additional emphasis on: targeting the most low-moderate income people and communities; determining the need for the activity; past performance of the applicant and/or administering agency; and cost effectiveness of the project.

The SSP Rating Tool and a completeness review form can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>

Please review this NOFA, the rating tool, completeness form, and the CDBG Grant Application Review Forms (pp. 183-210 of the CDBG Application Handbook) to ensure that your application has supplied all relevant information under each criterion and may obtain the maximum points available to your type of project.

Selection Notification

ADOH anticipates notifying all applicants within 90 days of application deadline as to whether they will be funded or not. Applicants approved for funding should be prepared to initiate projects within 30 days of notification.

Upon request, both funded and unfunded applicants will have the opportunity to review their application's scoring with ADOH staff in order to increase their competitiveness in subsequent application and funding processes.

Maximum Grant Amount

The maximum grant available including administrative funding under this notice is \$300,000. Funds unexpended at contract termination shall be returned to ADOH.

Contract Terms

Funding Agreements entered into between successful applicants and ADOH will contain schedules reflective of the reasonable amount of time that will be required to undertake the proposed activity. The maximum timeframe for project completion is 24 months.

The successful applicant must return Funding Agreement documents with Mayor's/Board Chair's signature within 30 days of their receipt. Funding Agreements not returned within the specified time period will be terminated and funds will be reassigned to the next highest scoring applicant.

ADOH will terminate any Funding Agreement and recapture funds from the same Funding Agreement in which the Recipient does not commence any of the activities described in the *Scope of Work (Attachment A)* or fails to expend any funds in accordance with the *Budget (Attachment C)* within One hundred eighty (180) calendar days from the full execution date of the Funding Agreement.

APPLICATION TIMELINE

The following is a listing of key dates in the application and funding process:

Application Handbook release:	January 2009
NOFA release:	February 1, 2012
Application Deadline:	July 16, 2012, 4:00 p.m.

APPLICATION SUBMITTAL

All communities/counties eligible to receive funding from the State CDBG program are eligible to apply for SSP funds. Each community/county is encouraged to submit an application for one project.

Applicants must submit one (1) original and one (1) copy of the application. The entire application (both original and copy) must be two-hole punched at the top and secured by a clasp. DO NOT submit applications in binders. Any drawings, maps, plans or supportive documents may be included unbound (if not feasible to bound) but must be legible, designated and labeled.

Applications must be received by ADOH no later than **Monday, July 16, 2012 by 4:00 p.m.** Applications will be considered received if one of the following indicates a date and time no later than the application due date:

- Fed Ex, UPS, etc. delivery documents; or
- Department staff documentation of receipt.

Applications *may not* be submitted via e-mail or fax. Applications may be delivered or mailed to:

Arizona Department of Housing
Attn: CDBG Application SSP Account
1110 W. Washington, Suite 310
Phoenix, AZ 85007

Arizona Department of Housing

1110 W. Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.azhousing.gov

2012 Information Bulletin

REGARDING PROGRAMS: HOME, CDBG, HOPWA, ESG

REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG

INFORMATION BULLETIN No. 07-12

ISSUED: February 14, 2012

RE: NOTICE OF PUBLIC HEARING – 2012-2013 Annual Action Plan

Notice is hereby given that on February 29, 2012 at 10:00 am, the Arizona Department of Housing (ADOH) will hold a Public Hearing to discuss the housing and community development needs of the non-metropolitan areas of Arizona in preparation to draft the 2012-2013 Annual Action Plan.

The public hearing will be held at:

Arizona Department of Housing
1110 West Washington Street, Suite 280 (ADOH Training Room on 2nd Floor)
Phoenix, AZ 85007

The 2012-2013 Annual Action Plan is the annual update for the State of Arizona 2010-2014 Consolidated Plan which sets goals and objectives, determines priorities, describes activities, establishes outcomes and outlines the method of distribution for the use of approximately \$16 million in the following federal funds from the U.S. Department of Housing and Urban Development: Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS, and Emergency Shelter Grant programs. These funds will be available for the program year which begins July 1, 2012 and ends June 30, 2013 for activities benefitting low income and special needs populations in the non-metropolitan areas of Arizona.

The Action Plan will be available for public review from April 1, 2012 through May 1, 2012 at the ADOH offices at 1110 West Washington Street, Suite 310, Phoenix, Arizona. To download a copy of the Annual Action Plan, visit our web site: www.azhousing.gov, click on *Publications & Links*, then *Publications*.

Written comments and any questions regarding the Action Plan can be directed to:

Andrew Rael, Assistant Deputy Director, Programs
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
(602) 771-1010



1110 W. Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.azhousing.gov



For disability related accommodations, please contact Joy Johnson at the Arizona Department of Housing (602) 771-1026 or by e-mail at least two weeks prior to the event to allow sufficient time to make necessary arrangements.



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: RENTAL COMPLIANCE

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 08-12

ISSUED: February 14, 2012

RE: Update to 2011 LIHTC Annual Report Workbook

An updated version of the LIHTC Annual Report Workbook previously posted on this website was uploaded on February 10, 2012. Project owners who downloaded the workbook prior to February 10, 2012 should now upload the updated form. Those who have already submitted their 2011 Annual Reports do not need to resubmit their reports.

Low-Income Housing Tax Credit (LIHTC) project owners are required to submit an Annual Report to ADOH each year of the compliance period as defined in the Declaration of Affirmative Land Use and Restrictive Covenants Agreement (LURA). LIHTC Annual Reports are due annually on March 15th for the preceding calendar year.

The LIHTC Annual Report Workbook can be downloaded from our website, www.azhousing.gov on the **FORMS AND HANDBOOKS** page in the **Rental Compliance & Monitoring: Annual Reports** section.

Questions with regard to the changes to the annual report workbook should be directed to Lisa Troy, Housing Compliance Administrator, at (602) 771-1071 or to lisa.troy@azhousing.gov.



Arizona Department of Housing

1110 W. Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.azhousing.gov



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Low Income Housing Tax Credits

REGARDING FUNDING SOURCES: LIHTC

INFORMATION BULLETIN No. 10-12
RE: Clarifications to 2012 QAP 02-22-12

ISSUED: February 22, 2012

The Department has posted a document on its website that will be updated by ADOH as required to inform applicants in the 2012 LIHTC Application Round of clarifications to the 2012 QAP. This document has been revised effective February 22, 2012.

NOTE: It is the responsibility of the Applicant to review the site for updates.

[Clarifications to 2012 QAP](#) can be accessed on the ADOH website at Forms and Handbooks/Rental Development (LIHTC program).

Should you have any questions with respect to this notice, please e-mail [2012 QAP Comments@azhousing.gov](mailto:2012_QAP_Comments@azhousing.gov).



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1110 W. Washington, Suite 310

Phoenix, AZ 85007

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www.housingaz.com

2012 Information Bulletin

REGARDING PROGRAMS: HOME, CDBG, HOPWA, ESG
REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG

INFORMATION BULLETIN No. 12-12 ISSUED: March 1, 2012
RE: NOTICE OF SECOND PUBLIC HEARING – 2012-2013 Annual Action Plan

Notice is hereby given that on April 19, 2012 at 10:00 a.m., the Arizona Department of Housing (ADOH) will hold a second Public Hearing to discuss the draft 2012-2013 Annual Action Plan. Comments received from the first public hearing held on February 29, 2012 will be incorporated in the draft Action Plan which will be discussed at this hearing.

The public hearing will be held at:

Arizona Department of Housing
1110 West Washington Street, Suite 280 (ADOH Training Room on 2nd Floor)
Phoenix, AZ 85007

The 2012-2013 Annual Action Plan is the annual update for the State of Arizona 2010-2014 Consolidated Plan which sets goals and objectives, determines priorities, describes activities, establishes outcomes and outlines the method of distribution for the use of approximately \$16 million in the following federal funds from the U.S. Department of Housing and Urban Development: Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS, and Emergency Shelter Grant programs. These funds will be available for the program year which begins July 1, 2012 and ends June 30, 2013 for activities benefitting low income and special needs populations in the non-metropolitan areas of Arizona.

The Action Plan will be available for public review from April 1, 2012 through May 1, 2012 at the ADOH offices at 1110 West Washington Street, Suite 310, Phoenix, Arizona. To download a copy of the Annual Action Plan, visit our web site: www.azhousing.gov, click on *Publications & Links*, then *Publications*.

Written comments and any questions regarding the Action Plan can be directed to:

Andrew Rael, Assistant Deputy Director, Programs
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
(602) 771-1010
publiccomment@azhousing.gov

www.azhousing.gov



For disability related accommodations, please contact Joy Johnson at the Arizona Department of Housing (602) 771-1026 or by [e-mail](#) at least two weeks prior to the event to allow sufficient time to make necessary arrangements.

2012 Information Bulletin

REGARDING PROGRAMS: HOME, CDBG, HOPWA, ESG
REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG

INFORMATION BULLETIN No. 14-12 ISSUED: March 22, 2012
RE: NOTICE OF PUBLIC HEARING FOR 2011-2012 ACTION PLAN AMENDMENT FOR HEARTH

NOTICE is hereby given that the U.S. Department of Housing and Urban Development (HUD) has allocated, through the 2011 Emergency Solutions Grant (ESG), an additional \$506,600 in funds for Homeless Prevention and Rapid Re-housing to the Department of Economic Security (DES). As a result Arizona Department of Housing (ADOH) in cooperation with DES is amending its 2011-2012 Annual Action Plan and is making the contents of this amendment available to the public for review.

The 2011-2012 Annual Action Plan was the second annual update for the State of Arizona 2010-2014 Consolidated Plan which sets goals and objectives, determines priorities, describes activities, establishes outcomes and outlines the method of distribution for the use of approximately \$16 million in the following federal funds from the U.S. Department of Housing and Urban Development: Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS, and Emergency Services Grant programs. These funds will be available for the program year which begins July 1, 2012 and ends June 30, 2013 for activities benefitting low income and special needs populations in the non-metropolitan areas of Arizona.

The amendment will be available for public review online at www.azhousing.gov and at the ADOH Offices listed below from April 1, 2012 through May 1, 2012. Copies of the Amendment will be made available free of charge. Written comments and any questions regarding the Amendment can be directed to:

Andrew Rael, Assistant Deputy Director, Programs
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
(602) 771-1010
publiccomment@azhousing.gov

ADOH will hold a Public Hearing to discuss the Amendments on May 3, 2012 at 10:00 a.m. at the location listed below.

Arizona Department of Housing
1110 West Washington Street Suite 280
Phoenix, AZ 85007



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development
REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 15-12

ISSUED: April 2, 2012

RE: 2012 LIHTC – JOB CREATION DOCUMENT PORTAL

ADOH has created a Job Creation Document Portal, whereby Applicants in the 2012 LIHTC Round who requested Job Creation points under Section 2.9(I) - Tab 9 - of the 2012 Qualified Allocation Plan (the “QAP”), may submit their supporting documentation in accordance with the QAP’s stated timeline.

The first deadline date is “no later than May 1, 2012 at 4pm”.

You may access the document portal by following this path at www.azhousing.gov:

Home / Forms and Handbooks / Rental Development (LIHTC program)/ Scroll down to Job Creation Document Portal.

Please note that the QAP timeline requires documents to be submitted no later than the deadline date noted for each threshold requirement. No documents will be accepted or considered received if submitted after the required deadline. You may refer to the QAP for further guidance.

INFORMATION: Ruby Dhillon, Rental Programs Administrator (602) 771-1031 ruby.dhillon@azhousing.gov



Arizona Department of Housing
1110 W. Washington, Suite 310 | Phoenix, AZ 85007
Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001
www.azhousing.gov

The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 16-12

ISSUED: April 3, 2012

RE: 2012 TAX CREDIT CEILING

On March 26, 2012 - The Internal Revenue Service (IRS) released its 2012 Calendar Year Resident Population Estimates. These figures are used to determine states' 2012 low-income housing tax credit (LIHTC) ceilings and tax-exempt private activity bond caps.

Pursuant to Section 2.1 – Annual Tax Credit Ceiling – of the 2012 Qualified Allocation Plan (the “Plan”), Arizona’s LIHTC program credit ceiling amount for the calendar year is approximately, \$14,200,000.

Please note, that in accordance with Section 2.2(D) – Forward Allocations – of the QAP, the Department may consider committing Tax Credits from the following year’s annual Tax Credit ceiling amount to the highest scoring Projects submitting an Application under this Plan (a “Forward Allocation”) for those Projects that (1) received a partial allocation solely for the purpose of maximizing the Allocation of Tax Credits available in the current Tax Credit year, (2) in the event that ADOH determines that a material error prevented an otherwise qualifying Project from receiving a Reservation, or (3) in the event the ADOH, in its sole discretion, determines that a Forward Allocation of up to twenty five percent (25%) of the 2013 Tax Credit ceiling may benefit the creation of new jobs in the 2012 year. If a Forward Allocation is made to an Applicant based on review and underwriting at the time that the Forward Allocation credits are reserved, Applicant may not request any additional credits in the subsequent year with respect to that same Project, nor may a Developer, including any Co-Developer or any affiliate of a Developer or Co-Developer that is acting as a Developer or Co-Developer on a Project exceed the Maximum Reservation stated in Section 2.2 of this Plan.

INFORMATION: Ruby Dhillon, Rental Programs Administrator (602) 771-1031 ruby.dhillon@azhousing.gov



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 18-12

ISSUED: June 1, 2012
RE: 2012 Low Income Housing Tax Credit
Reservation List

The Department has posted its 2012 Low Income Housing Tax Credit Reservation List on its website at www.azhousing.gov.

Questions may be directed, in writing, to:

Ruby Dhillon, Rental Programs Administrator (602) 771-1031 ruby.dhillon@azhousing.gov.



1110 W. Washington, Suite 310
Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.housingaz.com

The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: State Housing Fund

INFORMATION BULLETIN No. 19-12

ISSUED: June 7, 2012

**RE: State Housing Fund (SHF) Notice of Funding
Availability (NOFA) Survey**

The State Housing Fund (SHF) is a combination of Federal HOME and State Housing Trust Fund resources administered by the Arizona Department of Housing. The SHF provides funding for the development of rental units (permanent and transitional), homeownership units, owner-occupied housing rehabilitation programs, owner-occupied housing emergency repair programs and rental rehabilitation.

ADOH is considering making available approximately \$5 million in SHF for rental development. A NOFA is proposed to be issued in June following consideration of comments received from a short electronic survey, accessible at this link:

http://www.surveymonkey.com/s/State_Housing_Fund_NOFA_Survey

We would ask that those that complete this survey be limited to eligible applicants for SHF resources:

- Units of local government, including cities, towns and counties;
- Tribal governments, tribally designated housing entities, and housing authorities;
- Public housing authorities;
- Regional Councils of Government;
- Other state agencies;
- Non-profit agencies, including Community Housing Development Organizations (CHDOs);
- Private development agencies.

One survey may be completed per e-mail address. The survey will close on June 15, 2012 at 4:00 pm (MDT).

Ruby Dhillon, Rental Programs Administrator + (602) 771-1031 ruby.dhillon@azhousing.gov.

The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Compliance
REGARDING FUNDING SOURCES: LIHTC, State Housing Funds, Other Public
Sources

INFORMATION BULLETIN No. 20-12

ISSUED: June 8, 2012

RE: SOCIALSERVE.COM

The Arizona Department of Housing (ADOH) is working in collaboration with Socialserve.com to ensure that affordable rental units are accessible to low income and special needs persons in Arizona. Socialserve.com is an internet based data bank of affordable rental units with vacancy information updated as often as every two weeks. This service is free to all rental properties in Arizona through a sponsorship of the Arizona site by ADOH. Participation by ADOH-assisted rental properties has been a requirement, per the LIHTC Qualified Allocation Plans and State Housing Fund Summaries, for all projects funded since 2006.

The system is built for ease of use by both the public who are searching at www.socialserve.com for affordable units, as well as for property managers wishing to add or maintain data regarding their properties in the system. To maintain the accuracy of each listing, property providers can log on to a secured account to manage listing information or call a toll-free call center to receive personal assistance. Properties can continually modify property details, update availability and add or remove listings, ensuring that property data is up to date and valid.

Many of the rental developments assisted through ADOH have not registered their properties on Socialserve.com. ADOH strongly recommends that *all* ADOH and publically assisted properties in Arizona take advantage of this free property marketing opportunity. Additionally, those properties that have received assistance through ADOH since 2006 are reminded of their obligation to participate. To ensure compliance, the ADOH Compliance Department will be adding this to its monitoring visit checklist. Failure to register and update pertinent information on Social Serve.com, for those properties required to participate, will result in a finding of noncompliance with ADOH.

If you would like to view the Socialserve.com site to review the type of information available, simply go to www.socialserve.com and click on the Arizona link.

If you are a property owner or manager who would like to add your properties, you can accomplish this in one of two ways, either by registering on-line at www.socialserve.com or by calling toll free 1-877-428-8844. You will receive a username and password with simple listing instructions...log on and add your listings. Telephone support is available Monday-Friday from 6:00 a.m. – 5:00 p.m.

If you wish to discuss the compliance-related aspect of this service mentioned above, please contact Lisa Troy, Housing Compliance Administrator, at (602) 771-1071 or Lisa.Troy@azhousing.gov.



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Owner Occupied Housing Rehabilitation (OOHR) and Rental Development

REGARDING FUNDING SOURCES: State Housing Fund: HOME and Housing Trust Fund

INFORMATION BULLETIN No. 21-12

ISSUED: July 2 2012

RE: Release of Notice of Funds Availability (NOFA)

On or about the week of July 9, 2012, the Department will issue two separate NOFAs, one for OOHR and one for Rental Development. Along with the NOFAs, the updated FY2013 State Housing Fund Program Summary and Application Guide, and respective OOHR and Rental Applications will be posted to our website. An additional Information Bulletin will be issued at the time the NOFAs become available.

Should you have any questions with respect to this notice, please contact:

OOHR:

Kathy Blodgett

Kathy.Blodgett@azhousing.gov

Rental Development:

Ruby Dhillon

Ruby.Dhillon@azhousing.gov



1110 W. Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.housingaz.com

The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 22-12

ISSUED: July 12, 2012

RE: 2013 Qualified Allocation Plan

Prior to publishing the first draft of the 2013 Qualified Allocation Plan, the Department will accept comments.

Please review the 2012 Qualified Allocation Plan posted on the Department's website at www.azhousing.gov; and submit comments to the following website:

2013 QAP Comments@azhousing.gov

INFORMATION: Ruby Dhillon, Rental Programs Administrator (602) 771-1031 ruby.dhillon@azhousing.gov



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Programs

REGARDING FUNDING SOURCES: Home Investment Partnerships Program (HOME)

INFORMATION BULLETIN No. 23-12

ISSUED: July 13, 2012

RE: Notice of Funding Availability for State Housing Funds
Owner Occupied Housing Rehabilitation (OOHR)

NOTICE OF FUNDING AVAILABILITY

The Arizona Department of Housing (the Department) is pleased to announce a Notice of Funding Availability (NOFA) for funding through the State Housing Fund (SHF), HOME Investment Partnerships Program (HOME). This NOFA is for housing rehabilitation programs for owner occupied single family dwellings. For Federal FY2012 (FY2013 SHF Program Summary and Application Guide), the Department expects to allocate approximately \$4,000,000.00 in SHF. The SHF will be allocated through one competitive funding round and the application submission deadline is November 15, 2012 at 4:00 p.m.

The Application process for SHF can be found in the FY2013 SHF Program Summary and Application Guide. The guide and application forms can be downloaded from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.

GENERAL OVERVIEW

The mission of the Department is to “provide housing and community revitalization to benefit the people of Arizona.” The Owner Housing Objective for Federal FY2012 is:

- Preserve and improve the long-term life of existing affordable owner occupied housing stock

In support of this Objective, the Department will allocate HOME funds to activities that improve the condition of housing units to meet the following standards:

- State’s Rehabilitation Standards.
- Local codes, zoning and ordinances, or if no Local code exists, meet model building codes.
- Newly reconstructed units must meet Model Energy Code and Energy Star standards.

The funding process can be found in the FY2013 SHF Program Summary and Application Guide which includes information regarding:

1. Completeness review.
2. Threshold review.
3. Scoring.
4. Financial and Technical review.
5. State and federal regulations.
6. Funding review.

CHANGES FROM FY2012

There are significant changes from the FY2012 OOHR application round in the application requirements and form as well as the application thresholds. Refer to the **FY2013 SHF Program Summary and Application Guide for all changes**. The most notable changes are highlighted below:

- **Application Form Page 4, Section 2.14 – Property Standards.** Applicants are now required to meet International Energy Conservation Code, Energy Star and Arizona Governor’s Office of Energy Policy Weatherization Standards in addition to the state’s rehabilitation standards and all applicable local codes, ordinances, and zoning.
- **Application Form Page 6, Section 2.18 – Program Timeline.** Applicants are now required to submit a more detailed timeline of major activities and their expected completion date or “Contract Date” accomplished during their Owner Occupied Housing Rehabilitation program. Dates must be specific, i.e. 01/01/01.
- **Application TAB C – Organizational Capacity.** Applicants must provide resumes for all program team members *plus* one or more of the following documents:
 1. Written Agreements with applicant outlining the responsibilities between parties.
 2. 3rd Party letter of recommendation.
 3. Documentation of successfully completed projects of similar scope.
- **Application TAB G – Market Demand and Project Readiness.** Applicants have been given clearer instructions on what documents to submit in support of market demand and to evidence project readiness. The new instructions are as follows:
 1. Provide a narrative description of the market demand based on a demographic analysis of the target service area, target population, information on the condition of the housing stock and rehabilitation needs. Describe the degree to which comparable programs and services are available to the proposed service area.
 2. Provide a spreadsheet of income qualified households who have applied to receive assistance and the household demographics including but not limited to households size, race, ethnicity, income, %AMI, etc. The list must be certified as a true copy of the original and signed by the Grants Coordinator, Housing Rehabilitation Specialist, applicant contact person or other appropriate official.
 3. To demonstrate readiness, applicant must include copies of beneficiary applications for income qualified households to be assisted. PLEASE REDACT the beneficiary(s) social security number. Include the %AMI as verified thru income qualification and

the date verified. Additionally, include copies of the HQS or other physical inspection report performed on the beneficiary(s) housing unit.

- **Application TAB I – Environmental Review Record (ERR).** Applicants must now have Environmental Review clearance prior to submission of the application. Application instructions for Environmental Review are as follows:
 1. Provide completed Environmental Review requirements pursuant to 24 CFR Part 58, up to Part III HUD Appendix A 2004. Be sure to include a copy of the E-13 Authority to use Grant Funds.
 2. If the ERR is a re-evaluation, provide a copy of the original E-12 Request for Release of Funds, original E-13 Authority to Use Grant Funds, E-14 Request for Re-evaluation and the ADOH approval letter of the E-14.(If awarded, applicant will provide a cleared Appendix A at the time an eligible property is set up in HUD’s IDIS system thru the ADOH Contract Specialist)
- **Application TAB J – Attachment J OOHR Score Sheet.** The competitive scoring process for Owner Occupied Housing Rehabilitation programs for this NOFA requires a *minimum score of 70 points* and gives focus to those programs serving low income elderly persons, very low income persons who are at or below 50% of area median income and extremely low income persons who are at or below 30% of area median income. Please review the application Attachment J Owner Occupied Housing Rehabilitation Score Sheet for further scoring criteria and information.
- **FY2013 SHF Program Summary and Application Guide Page 16, Section 2.2.** The Threshold Review section has been amended. Please read this section carefully as the Common Thresholds at Section 2.2 (B) have changed significantly as follows:

Common Thresholds

Beginning with 2012-2013 ADOH will apply new performance “threshold” criteria. To be eligible to apply for State Housing Funds the applicant and all of its team members, with the exception of the applicant’s consultant (“Applicant Team”) must meet the following performance criteria on all SHF contracts on the date the application is received by ADOH.

- a) All reporting required by the Department is up to date.
- b) All monitoring findings have been cleared.
- c) Applicant Team is compliant with all current contracts.
- d) Applicant Team is in conformance with all original contract Project Timelines or has obtained ADOH approvals for revisions or amendments to their Project Timelines.
- e) For all previously funded projects environmental clearances have been obtained and scope of work has begun.
- f) Applicant Team has no current contracts in which project completion reports and data have not been submitted and accepted by the Department within 60 days of a final draw.

- g) Applicant Team has no current contract in which funds have not been drawn for 9 months.
- h) Applicant Team with contracts in their 24th or greater month:
 - i. Performance: Scope of Work 100 percent complete and Contract Close-out Report received and approved.
 - ii. Expenditure Rates: HOME Funds 100 percent expended or de-obligated.
- i) Applicant Team has no completed projects with outstanding or unresolved contractual, property, or beneficiary-related compliance issues on SHF funded projects.
- j) The applicant is listed as an eligible party to apply.
- k) The activity, project or property type is eligible.
- l) State Housing Funds are budgeted for eligible uses.
- m) The proposed beneficiaries are eligible.
- n) The amount of State Housing Funds invested per unit does not exceed the program limits and is at least \$1,000/unit.
- o) Applicant has certified that all development or rehabilitation will meet, at a minimum, all local building codes and the State Rehabilitation Standards when applicable, is properly zoned for the proposed use and meets local ordinances.
- p) The applicant (and all of its team members) is not included on the Federal Excluded Parties List (www.epls.gov).
- q) The Environmental Review requirements pursuant to 24 CFR Part 58, (up to Part III HUD Appendix A for Single Family Owner Occupied Rehabilitation) are complete and an Authority to use Grant Funds is provided.

Applicants and project applications must meet ALL of the common and ALL of the activity-specific threshold requirements to be considered for competitive funding. Applications not meeting all threshold items will be given a remedy period of five (5) business days during which they may submit the required information. The Department will contact the applicant (via standard mail, fax or email), regarding the insufficient documentation. Applications that remain incomplete after the expiration of the remedy period will not be considered for funding and will be returned to the Applicant. A copy of the application will remain with ADOH.

- **FY2013 SHF Program Summary and Application Guide, Chapter 5, Section 5.7.** The property standards have been amended to include weatherization standards and energy efficiency requirements. Please read this section carefully. Additionally, please refer to Appendix L for energy efficiency specifications.
- **FY2013 SHF Program Summary and Application Guide, Chapter 5, Section 5.9.** The maximum state housing investment per unit has increased to account for the cost of implementation of Energy Policy and Weatherization Standards. Please review this section for new maximums.

- **FY2013 SHF Program Summary and Application Guide, Chapter 5, Section 5.13.A. & B.** All rehabilitation is to incorporate The Arizona Governor’s Office of Energy Policy, Weatherization Standards. Weatherization work is to be completed by Building Performance Institute, Inc. (BPI) certified weatherization professionals. All new construction is to achieve a Home Energy Rating System (HERS) index beyond the baseline index of 85. Workers conducting the HERS rating are required to be Certified Home Rating System Rater. Certification must be through the Residential Energy Services Network (RESNET). All appliances must meet be Energy Star rated or better. All plumbing fixtures are to be “low- flow”. Applicants must incorporate Weatherization Standards and Energy Efficiency policies in their Housing Rehab Guidelines.

PROGRAM ELIGIBILITY

Specific Owner Occupied Housing Rehabilitation program eligibility requirements are found in the FY2013 SHF Program Summary and Application Guide. Pay close attention to chapters 1, 2 and 5 for further information that includes but is not limited to eligible applicants; eligible and ineligible activities; eligible beneficiaries; eligible property types and eligible assistance types. The FY2013 SHF Program Summary and Application Guide and FY2013 Owner Occupied Housing Rehabilitation Application can be downloaded from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>

MAXIMUM APPLICANT FUNDING

The maximum limit of HOME funding available per application is **\$400,000**. An additional 10% (up to **\$40,000**) in general administrative funding thru the Housing Trust Fund is also available for a total maximum application funding of **\$440,000.00**. Only one application request per applicant will be considered for funding.

COMPETITIVE APPLICATION REVIEW CRITERIA

The review criterion is set forth in Chapters 2 and 5 of the FY2013 SHF Program Summary Application Guide.

COMPETITIVE FUNDING DETERMINATIONS

The SHF Application must meet the SHF eligibility, application review, and threshold criteria. Award of SHF is subject to the availability of the funds provided to the Department for the SHF Program. Competitive funding criteria are utilized to make funding decisions. Only applications that meet all thresholds are competitively scored. Competitive funding criteria can be found in Chapter 2 of the FY2013 SHF Program Summary and Application Guide.

FUNDING NOTIFICATION

The Department will make every effort to make its funding decisions within 90 days, depending on the number and complexity of the applications received.

TECHNICAL ASSISTANCE

The Department will not preview, comment on, or pre-judge any element of any application prior to its initial submittal. A limited amount of assistance is available regarding the

interpretation of the Department's policies, the SHF Program in general, and how program requirements should be applied.

APPLICATION SUBMISSION

The Application Form is fillable and is in Adobe Professional format. The form is designed to reduce or enlarge print dependent upon the amount of data in the space allotted for input. You should also be able to save a partially prepared form and return to complete the form at a later time.

Applicants must submit one (1) original and one (1) copy of the completed application package.

Applicants must submit their application packages as described under Application Format, completing all required sections and providing all required supporting documentation. Application packages not filed in duplicate or not received by 4:00 p.m. on the application deadline will not be accepted for review. The application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department. Please refer to Chapter 2, section 2.2 (A) and Chapter 5, section 5.14 for additional application completeness criteria.

APPLICATION FORMAT

Applications must be typewritten or computer generated. Applicants are not to revise the formatting of these forms in any way. A copy of this application is available by US Mail, on diskette, by e-mail, or on the State Housing Fund page of the Department's website: www.azhousing.gov.

Application material must be:

- **Original plus one copy. Each must be two hole punched at the top and be bound with a large clip.**
- **8 ½ x 11 format**
- **single-sided**
- **indexed and tabbed to correspond with the application checklist**

In instances where the documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" and a statement describing the reason(s) the item is not applicable should be included in this space. *Tabbed sections indicating "N/A" that do not contain a written explanation will be considered to be missing documentation.* The tabulation format should not be altered in any way.

APPLICATION DEADLINE

Applications are due (must be in the possession of the Department) no later than 4:00 p.m. on November 15, 2012.

Applications delivered after 4:00 p.m. on the deadline date noted above will not be accepted.

Applications must be delivered to:

**Attn: State Housing Fund, CD&R Division
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, Arizona 85007**

Questions regarding Owner Occupied Housing Rehabilitation applications must be submitted in writing and may be directed to Kathy Blodgett at Kathy.Blodgett@azhousing.gov.



**Arizona
Department
of Housing**

Arizona Department of Housing
1110 W. Washington, Suite 310
Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001
www.housingaz.com



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: Home Investment Partnerships Program (HOME)
and/or Housing Trust Funds (HTF).

INFORMATION BULLETIN No. 24-12

ISSUED: July 13, 2012

RE: Notice of Funding Availability for State Housing Funds
Rental Development

NOTICE OF FUNDING AVAILABILITY

The Arizona Department of Housing (the Department) is pleased to announce a Notice of Funding Availability (NOFA) for funding through the State Housing Fund (SHF), HOME Investment Partnerships Program (HOME) and/or Housing Trust Fund (HTF). This NOFA is for the new construction and the acquisition and rehabilitation of Permanent Rental Housing. For Federal FY2012 (FY2013 SHF Program Summary and Application Guide), the Department expects to allocate approximately \$10,000,000.00 in SHF.

The SHF will be allocated through one open funding round and the application submission deadline is November 30, 2012 at 4:00 p.m. Through the application deadline date, the Department will accept applications that are complete based on all threshold criteria stated in the FY2013 SHF Program Summary and Application Guide.

The Application process for SHF can be found in the FY2013 SHF Program Summary and Application Guide. *There are significant changes to the FY2013 SHF Program Summary and Application Guide.* The guide and application forms can be downloaded from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.

GENERAL OVERVIEW

The mission of the Department is to “provide housing and community revitalization to benefit the people of Arizona.”

The funding process can be found in the FY2013 SHF Program Summary and Application Guide which includes information regarding:

1. Completeness review.
2. Threshold review.
3. Scoring.
4. Financial and Technical review.

5. Compliance with federal and state regulations.
6. Funding review.

PROGRAM ELIGIBILITY

Program eligibility requirements are found in the FY2013 SHF Program Summary and Application Guide. Pay close attention to Chapters 1, 2 and 4 for further information that includes but is not limited to eligible applicants; eligible and ineligible activities; eligible beneficiaries; eligible property types and eligible assistance types. The FY2013 State Housing Fund Program Summary and Application Guide and FY2013 Rental Application can be downloaded from the ADOH website at:

<http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.

MAXIMUM APPLICANT FUNDING

The maximum limit of SHF available per application is **\$1,500,000**. Only one application request per applicant will be considered for funding.

APPLICATION REVIEW CRITERIA

The review criterion is set forth in Chapters 2 and 4 of the FY2013 SHF Program Summary Application Guide.

FUNDING DETERMINATIONS

The SHF Application must meet the SHF eligibility, application review, and threshold criteria. Award of SHF is subject to the availability of the funds provided to the Department for the SHF Program.

FUNDING NOTIFICATION

The Department will make every effort to make its funding decisions within 60 days, depending on the number and complexity of the applications received.

TECHNICAL ASSISTANCE

The Department will not preview, comment on, or pre-judge any element of any application prior to its initial submittal. A limited amount of assistance is available regarding the interpretation of the Department's policies, the SHF Program in general, and how program requirements should be applied.

APPLICATION SUBMISSION

Applicants must upload a copy and submit one paper copy of their Application. Applications may be uploaded on the Departments website at www.azhousing.gov. The Application upload portal is located on the Department's State Housing Fund web page: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.

Applicants must submit their application packages as described under Application Format, completing all required sections and providing all required supporting documentation. Application packages not submitted in duplicate, either by upload or hardcopy, or not received by 4:00 p.m. on the application deadline will not be accepted for review. The application package and any subsequent revisions or clarifications, if approved for funding, will become

part of the agreement with the Department. Please refer to Chapter 2, section 2.2(A) for additional application completeness criteria.

APPLICATION FORMAT

Applications must be typewritten or computer generated. Applicants are not to revise the formatting of these forms in any way. A copy of this application is available by US Mail, on diskette, by e-mail, or on the State Housing Fund web page of the Department's website: www.azhousing.gov.

Application material must be:

- **Upload one copy and submit one paper copy. The paper copy must be two hole punched at the top and be bound with a large clip.**
- **8 ½ x 11 format.**
- **Single-sided.**
- **Indexed and tabbed to correspond with the application checklist.**

In instances where the documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" with a statement describing the reason(s) the item is not applicable should be included in this space. *Tabbed sections indicating "N/A" that do not contain a written explanation will be considered to be missing documentation.* The tabulation format should not be altered in any way.

APPLICATION DEADLINE

Applications are due (must be in the possession of the Department) no later than 4:00 p.m. on November 30, 2012

Applications uploaded and delivered after 4:00 p.m. on the deadline date noted above will not be accepted.

Applications must be delivered to:

**Attn: Rental Programs
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, Arizona 85007**

Questions regarding Rental Housing applications may be directed to Ruby Dhillon at (602) 771-1031 or Ruby.Dhillon@azhousing.gov.



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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: Neighborhood Stabilization Program (NSP)

INFORMATION BULLETIN No. 24-13

ISSUED: July 20, 2012

RE: Market Demand Study Guide – Supplemental guide to the State Housing Fund Program Summary & Application Guide

Arizona Department of Housing is pleased to announce the availability of the FY2013 Market Demand Study Guide a supplemental guide to the FY2013 SHF Program Summary & Application Guide. Along with the release of this guide there has been an update made to the FY2013 SHF Program Summary & Application Guide regarding the number of project rental units which require a Market Demand Study.

The FY2013 Market Demand Study Guide can be downloaded from the ADOH website at: www.azhousing.gov.

The updated FY2013 SHF Program Summary & Application Guide can be downloaded from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16> .

Questions regarding Rental Housing applications may be directed to Ruby Dhillon at (602) 771-1031 or Ruby.Dhillon@azhousing.gov.



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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: Home Investment Partnership Program (HOME), Housing Trust Fund (HTF)

INFORMATION BULLETIN No. 25-12

ISSUED: July 20, 2012

RE: Market Demand Study Guide – Supplemental guide to the State Housing Fund Program Summary & Application Guide

Arizona Department of Housing is pleased to announce the availability of the 2012-2013 Market Demand Study Guide, a supplemental guide to the 2012-2013 SHF Program Summary & Application Guide, which was released June 13, 2012. Along with the release of this guide there has been an update to the 2012-2013 SHF Program Summary & Application Guide clarifying requirements for the three types of SHF market analyses: 1) Market Demand Study (12 or more units); 2) Market Demand Analysis (11 or fewer units); and 3) Owner Occupied Housing Rehabilitation Market Analysis. Section 2.4 (A) of the 2012-2013 SHF Program Summary & Application Guide was revised.

The 2012-2013 Market Demand Study Guide can be downloaded from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.

The updated 2012-2013 SHF Program Summary & Application Guide can be downloaded from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>.

Questions regarding Rental Housing applications may be directed to Ruby Dhillon at (602) 771-1031 or Ruby.Dhillon@azhousing.gov.



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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: HOME Investment Partnerships Program (HOME)

INFORMATION BULLETIN No. 27-12

ISSUED: August 6, 2012
**RE: Comments on Notices of Funding Availability (NOFA) for Rental
Development and Owner Occupied Housing Rehabilitation**

ADOH released two Notices of Funding Availability (NOFA) for funding through the State Housing Fund HOME and Housing Trust Fund (HTF) on July 13, 2012 in Information Bulletins 23-12 (OOHR) and 24-12 (Rental Development). See the Publications page on the ADOH website for copies of these bulletins. The submission deadline for application is November 30, 2012.

ADOH will post responses to comments on these NOFAs received only via e-mail at PublicComment@azhousing.gov on the State Housing Fund Forms and Handbooks page linked [here](#) for comments received by application deadline.

Ruby Dhillon
Rental Programs Administrator
ruby.dhillon@azhousing.gov



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Low Income Housing Tax Credit (LIHTC) Program

INFORMATION BULLETIN No. 28-12

ISSUED: August 16, 2012

RE: Schedule of Focus Groups for 2013 Qualified Allocation Plan

The Department has scheduled two focus group sessions to collect comments and feedback on the first draft of the 2013 Qualified Allocation Plan. The first draft of the 2013 QAP will be posted to the Department's website on September 20, 2012.

TUCSON

Thursday, October 4, 2012 – 2:15pm

J.W. Marriott Starr Pass Resort

3800 W. Starr Pass Boulevard

Tucson, AZ

PHOENIX

Tuesday, October 9, 2012 – 9:00am

Carnegie Library – Auditorium

1101 W. Washington St.

Phoenix, AZ

Comments will also be accepted via e-mail: 2013-QAP-Comments@azhousing.gov.

Arizona Department of Housing

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Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: State Housing Fund (HOME and HTF)

INFORMATION BULLETIN No. 29-12

ISSUED: August 23, 2012

RE: ADOH Guidance on New Weatherization Standards for OOHR
Housing Rehabilitation

On July 13, 2012 the Department of Housing (ADOH) issued two Notices of Funding Availability (NOFA), one for Rental Development and one for Owner Occupied Housing Rehabilitation (OOHR). Both NOFAs indicate the need to comply with new weatherization standards. The **2012-2013 State Housing Fund Guide** references *The Arizona Governor's Office of Energy Policy, Weatherization Standards* as the weatherization standard for OOHR. ADOH has gleaned all relevant information from *The Arizona Governor's Office of Energy Policy, Weatherization Standards*, and created a more user friendly document for the OOHR program. This IB issues the new *ADOH Owner Occupied Housing Rehabilitation Weatherization Standards* to replace *The Arizona Governor's Office of Energy Policy, Weatherization Standards*. The *ADOH Owner Occupied Housing Rehabilitation Weatherization Standards* are provided below in this IB and located as a separate document on the Department's website by following this link: <http://www.azhousing.gov/ShowPage.aspx?ID=453&CID=16>

The weatherization standard for rental development has not changed. Rental Development must comply with Residential Energy Services Network (RESNET), Home Energy Rating System (HERS). Clarification for both standards is provided in this Information Bulletin.

Owner Occupied Housing Rehabilitation Weatherization Standards

Compliance with the new ADOH Weatherization Standards will require coordination between a BPI Certified Weatherization Professionals (Weatherization Professional) and the Rehabilitation Specialist. The Weatherization Professional will conduct both a pre-construction energy audit and a post construction compliance inspection. The energy audit utilizes pressure diagnostics, infrared cameras and other equipment to identify air leaks, duct leaks, insulation deficiencies, inefficient appliances, venting problems and other energy issues. Deficiencies identified in the energy audit must be included in the OOHR Scope-of- Work and corrected in the rehabilitation. Work must be done in accordance with the *ADOH Owner Occupied Housing Rehabilitation Weatherization Standards*. In most cases it would be preferable to have the Weatherization Professional conduct the more complex weatherization work, such as air sealing the attic, though it can be done by any contractor knowledgeable of weatherization practices.

It is not necessary that all energy related subcontractors (HVAC, Insulation, etc) have BPI Certification but all trades must adhere to the *ADOH Owner Occupied Housing Rehabilitation Weatherization Standards*, as determined through a final inspection conducted by the BPI Certified Professional. The Rehabilitation

Specialist must inform all subcontractors of the *ADOH Owner Occupied Housing Rehabilitation Weatherization Standards* in advance so that proper installation can occur. A list of Weatherization Professional is provided at the following websites:

<http://www.azhomeperformance.com/index.html>

http://www.bpi.org/tools_locator.aspx?associateTypeID=CTR&accreditedSearch=N

Weatherization work is a matter of doing a few things well and understanding the house as a system. Weatherization concentrates on the following items.

1. Getting the home air tight (air sealing)
2. Insulating the home right (focus on insulation performance not just R-value)
3. Dealing with sunlight (shade screens and reflective coatings)
4. Correctly installing efficient equipment (duct sealing, pressure balanced, air flow, sizing and charge)
5. Base loads (refrigerators, CFL)

The traditional Department of Energy (DOE) funded Weatherization programs limit the scope of work to less costly items that meet strict DOE Savings-to-Investment Ratios (SIRs). The Scope-of-Work for OOHR is not bound by the same DOE requirements and includes much more than weatherization work. However, SHF recipients that wish to use DOE funding for the weatherization component of their OOHR projects must comply with DOE rules for the weatherization portion of the OOHR.

Owner Occupied Rehabilitation Weatherization Specifications

The specifications below constitute the *ADOH Owner Occupied Housing Rehabilitation Weatherization Standards*.

1. **Air Barrier / Thermal Barrier**
 - a. The whole house leakage should not exceed .35 ACH.
 - b. The Thermal Barrier must be installed in complete contact with an effective **air barrier**, and to IECC 2009 installation standards and levels specific to the climate zone the home is in as defined by IECC Climate map. <http://energycode.pnl.gov/EnergyCodeReqs/?state=Arizona>.
2. **Windows**
 - a. Any replacement windows must meet the minimum requirements for IECC 2009 codes per the climate zone the home is located in.
3. **Roofing**
 - a. Whenever a roof replacement is scoped that involves removing the existing decking, the new decking must have a factory installed radiant barrier surface. (Climate zones 2,3,4).
 - b. When replacing shingles, special consideration should be given to 'high reflectivity and high emissivity shingles' in Climate zone 2.
 - c. All powered attic ventilation fans must be removed. (including solar powered).
4. **Room Pressure Balancing**
 - a. No room in the home (Including CAZ) shall exceed +/- 3Pa of pressure. In the case where passive return or a live return system must be installed to correct these issues, the goal should be to accomplish as close to a 0.0Pa of pressure as possible.

5. **HVAC Static Pressure**
 - a. Static pressure tests must be taken after all work is complete and the pressures must not exceed manufacturer's specifications.
 - b. AC systems should all be verified to have proper charge and airflow by a licensed AC technician.

6. **Duct Leakage**
 - a. All accessible joints, seams and connections in the duct system must be sealed using a UL 181 approved duct mastic.
 - b. All Boot-Sheetrock gaps must be sealed.
 - c. All supply or return ducts on the roof that are exposed to direct sunlight must be painted with white elastomeric paint after they are sealed.

7. **Air Conditioning**
 - a. A Manual J must be completed and followed reflecting any of these listed measures that will be done to that home and the report submitted to the rehab specialist for any new Air Conditioning replacement.

8. **Duct Replacement**
 - a. In the case of a comprehensive duct System replacement in conjunction with an AC replacement, a Manual D report must be followed and a copy of that report given to the Rehab Specialist.

9. **Ventilation**
 - a. Ventilation must be installed to meet the ASHRAE 62.2-2010 Standards.

10. **Appliances**
 - a. All appliances should be replaced with Energy Star approved appliances.

11. **Hot Water System**
 - a. When replacing an electric water heater in a garage with a home occupancy of no less than 4 people, a Hybrid Heat Pump water heater must be used.
 - b. Low flow faucet aerators and shower heads (1.5GPM shower head) must be installed in all faucets and showers.

12. **Lighting**
 - a. Light bulbs that are typically used for a minimum of 2 hours per day or more (limit 10) must be replaced with Energy Star Rated CFL or LED light bulbs with equivalent or better Lumen output.

13. **CAZ Tests**
 - a. If the home is occupied during the rehab process a CAZ test MUST be completed at the end of each day that work is done to the home.

Rental Development

Applicants seeking consideration under the Rental NOFA must be prepared to comply with new ADOH Weatherization Standards when they submit their Application submittal. This will require coordination between a Residential Energy Services Network (RESNET), Home Energy Rating System (HERS) Professional (HERS Rater) and the Applicant.

The HERS Rater will conduct both a pre-construction HERS assessment and a post construction HERS assessment. To find a HERS Rater in your area please refer to the following website: <http://www.resnet.us/directory/search/searchtype/auditor>

New Construction Projects. All new construction is to achieve a Home Energy Rating System (HERS) index beyond the baseline index of 85. Final HERS index must be submitted prior to receipt of final draw.

Acquisition and Rehabilitation Projects. All rental rehabilitation is to perform a Home Energy Rating System (HERS) analysis and identify improvements to achieve a minimum 15% increase in energy efficiency. The projected pre-construction HERS index must be submitted to the ADOH once the construction drawings have been completed and the final HERS index must be submitted prior to receipt of final draw.

Applicants should also note that all rental development projects, regardless of construction type, must pass inspections by the Arizona Governors Office of Energy Policy inspectors for adherence to HERS prescribed weatherization standards.

Other Weatherization Standards

These Weatherization Standards do not supplant energy standards that each applicant may already have in place and which may be more strict or sophisticated such as the use of solar energy, gray water systems, etc. These Weatherization Standards are designed to correct basic systematic deficiencies and will only complement additional more technically elaborate energy conservation measures. ADOH encourages state of the art energy conservation and alternative energy measures in SHF funded developments.

Upcoming Training

ADOH is providing program staff training for agencies who are preparing to submit an application for SHF funding and seek a greater understanding of the new ADOH weatherization standards. This 8 hour custom training is primarily designed for OOHR but it will explain the similarities between HERS standards (Rental Standard) and BPI standards (OOHR Standard). It will familiarize the Rehabilitation Specialist with the new Weatherization Standards and provide a first-hand demonstration of why the Weatherization Standards are critical, for example insulation does not work unless it is installed correctly on an air barrier. This one day class will show you what tests the energy auditor will perform, the resulting determination of measures and the Weatherization Standards by which these measures are governed. Each attendee will receive a flash drive with copies of the relevant standards.

The training will be held at the Foundation for Senior Living Southwest Building Science Training Center (SWBSTC) located at 3051 S. 45th Street, Phoenix, AZ 85040 on the following dates:

Thursday	September 20
Monday	September 24
Tuesday	September 25
Monday	October 1
Tuesday	October 9
Wednesday	October 10

There is a limit of 3 persons per agency. Each training will be a one day event broken up into two parts by a one hour lunch break. Lunch will be provided. Each of the six training sessions will accommodate approximately 15 persons. Each available training day will remain open until enrollment reaches 100%, so the sooner you enroll the better the selection of dates. The cost for the training will be paid by ADOH except for travel, lodging, meals, etc. To register for training contact Ms. Esmeralda Duran at eduran@fsl.org or call the Southwest Building Science Training Center at 602.532.2976 Ext. 3.



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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Program

REGARDING FUNDING SOURCES: Home Investment Partnership Program (HOME),
State Housing Fund

INFORMATION BULLETIN No. 30-12

ISSUED: September 7, 2012

- RE:
1. Clarifications to 2012 Owner Occupied Housing Rehabilitation (OOHR) Application and Rental Development Application
 2. Threshold Reminders for OOHR NOFA No. 23-12 and Rental NOFA No. 24-12;
 3. Training Announcement

OOHR

Clarifications to Application Format

The Department has posted a corrected application form on its website to clarify the application format instructions. Applications should be formatted as follows:

Applications *must be typewritten or computer generated*. **Applicants are not to revise the formatting of these forms in any way.** A copy of this application is available by US Mail, on diskette, by e-mail, or at the Department's website: www.azhousing.gov.

Application material must be:

- 8 ½ x 11 format
- Single-sided
- Original plus one copy. Each must be two-hole punched at the top and bound with a large clip.
- Indexed and tabbed to correspond with the application checklist.

In instances where the tab documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" should be included in the designated space with an explanation of why the information is not applicable. The tabulation format should not be altered in any way.

RENTAL DEVELOPMENT

Clarifications to Application Format

The Department wishes to amend the application format stated in the Rental NOFA No. 24-12. Applications should be formatted as follows:

Applications *must be typewritten or computer generated*. **Applicants are not to revise the formatting of these forms in any way.** A copy of this application is available by US Mail, on diskette, by e-mail, or at the Department's website: www.azhousing.gov .

Paper copy of Application Material must be:

- Bound in a 3 ring binder
- 8 ½ x 11 format
- Single-sided
- Indexed and tabbed to correspond with the application checklist

In instances where the documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" and a statement describing the reason(s) the item is not applicable should be included in this space. The tabulation format should not be altered in any way.

STATE HOUSING FUND GUIDE SECTION 2.2 (B) COMMON THRESHOLD REMINDER (APPLIES TO ALL OOHR AND RENTAL APPLICATIONS)

Beginning with 2012-2013 ADOH will apply new performance "threshold" criteria. To be eligible to apply for State Housing Funds the applicant and all of its team members, with the exception of the applicant's consultant ("Applicant Team") must meet the following performance criteria on all SHF contracts on the date the application is received by ADOH.

- a) All reporting required by the Department is up to date.
- b) All monitoring findings have been cleared.
- c) Applicant Team is compliant with all current contracts.
- d) Applicant Team is in conformance with all original contract Project Timelines or has obtained ADOH approvals for revisions or amendments to their Project Timelines.
- e) For all previously funded projects environmental clearances have been obtained and scope of work has begun.
- f) Applicant Team has no current contracts in which project completion reports and data have not been submitted and accepted by the Department within 60 days of a final draw.
- g) Applicant Team has no current contract in which funds have not been drawn for 9 months.
- h) Applicant Team with contracts in their 24th or greater month:

- i. Performance: Scope of Work 100 percent complete and Contract Close-out Report received and approved.
 - ii. Expenditure Rates: HOME Funds 100 percent expended or de-obligated.
- i) Applicant Team has no completed projects with outstanding or unresolved contractual, property, or beneficiary-related compliance issues on SHF funded projects.
 - j) The applicant is listed as an eligible party to apply.
 - k) The activity, project or property type is eligible.
 - l) State Housing Funds are budgeted for eligible uses.
 - m) The proposed beneficiaries are eligible.
 - n) The amount of State Housing Funds invested per unit does not exceed the program limits and is at least \$1,000/unit.
 - o) Applicant has certified that all development or rehabilitation will meet, at a minimum, all local building codes and the State Rehabilitation Standards when applicable, is properly zoned for the proposed use and meets local ordinances.
 - p) The applicant (and all of its team members) is not included on the Federal Excluded Parties List (www.epls.gov).
 - q) The Environmental Review requirements pursuant to 24 CFR Part 58, (for OOHR only: up to Part III HUD Appendix A) are complete and an Authority to use Grant Funds is provided.

PLEASE NOTE: Applicants are expected to submit a copy of the ERR Authority to Use Grant Funds in their application package at the designated TAB.

Applicants and project applications must meet ALL of the common and ALL of the activity-specific threshold requirements to be considered for competitive funding. Applications not meeting all threshold items will be given a remedy period of five (5) business days during which they may submit the required information. The Department will contact the applicant (via standard mail, fax or email), regarding the insufficient documentation. Applications that remain incomplete after the expiration of the remedy period will not be considered for funding and will be returned to the Applicant. A copy of the application will remain with ADOH.

Applicants should carefully read the 2012-2013 Program Summary and Application Guide; their respective NOFA and their respective Application Forms and Instructions to be certain all common and project specific thresholds are met at the time of submission of the application. It is the responsibility of the Applicant to review the Department's website for updates.

Upcoming Training

ADOH is providing program staff training for agencies who are preparing to submit an application for SHF funding and seek a greater understanding of the new ADOH weatherization standards. This 8 hour custom training is primarily designed for OOHR but it will explain the similarities between HERS standards (Rental Standard) and BPI standards (OOHR Standard). It will familiarize the Rehabilitation Specialist with the new Weatherization Standards and provide a first-hand demonstration of why the Weatherization Standards are critical, for example insulation does not work unless it is installed correctly on an air barrier. This one day class will show you what tests the energy auditor will perform, the resulting determination of measures and the Weatherization Standards by which these measures are governed. Each attendee will receive a flash drive with copies of the relevant standards.

The training will be held at the Foundation for Senior Living Southwest Building Science Training Center (SWBSTC) located at 3051 S. 45th Street, Phoenix, AZ 85040 on the following dates:

Thursday	September 20 – CLASS IS FULL
Monday	September 24 – LIMITED SPACE LEFT
Tuesday	September 25
Monday	October 1
Tuesday	October 9
Wednesday	October 10 – LIMITED SPACE LEFT

There is a limit of 3 persons per agency. Each training session will be a one day event broken up into two parts by a one hour lunch break. Lunch will be provided. Each of the six training sessions will accommodate approximately 15 persons. Each available training day will remain open until enrollment reaches 100%, so the sooner you enroll the better the selection of dates. The cost for the training will be paid by ADOH except for travel, lodging, meals, etc. To register for training contact Ms. Esmeralda Duran at eduran@fsl.org or call the Southwest Building Science Training Center at 602.532.2976 Ext. 3.



1110 W. Washington, Suite 310 | Phoenix, AZ 85007
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www.azhousing.gov

The Arizona Department of Housing

2012 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Programs

REGARDING FUNDING SOURCES: Home Investment Partnership Program (HOME)

INFORMATION BULLETIN No. 31-12

ISSUED: September 7, 2012

RE: Revision to 2012 -2013 SHF Program Summary and Application Guide – Chapter 4
Owner Occupied Housing Rehabilitation Programs (OOHR)

In response to recent discussions with our OOHR program partners, the Department has posted a revised 2012-2013 SHF Program Summary and Application Guide. The Guide has been amended at Chapter 4, Section 4.13.8 to remove the requirements for contractors to obtain bid guarantee, payment and performance bonds in order make the contractor bid process more competitive and accessible.

It is important to understand that SHF recipient's are responsible for protecting the assisted homeowner's interests in the event the General Contractor fails to pay the subcontractors or if the construction is either not performed in a workmanlike manner or abandoned prior to completion. It is a common industry practice to retain a portion of the general contractor draws as "insurance" to prevent such events.

Therefore Section 4.13.8 has been amended to read as follows:

- 8. Unit inspection, work write-up, cost estimate, bidding processes, contractor selection.** Construction must be performed by a licensed general contractor. A management entity acting in place of a general contractor is not permitted. General contractors or any of their subcontractors must not appear on the Federal Excluded Parties List and must have met all the licensing and insurance requirements for the ROC.

Recipients are to adopt a schedule of contractor payment that is based on reimbursement for completed work and includes a minimum retainer for each draw of 10%. Recipients may chose to adopt an alternative payment schedule that would provide for even greater retention, for example: 20% of total contract upon completion of 30% of the work; Additional 20% upon completion of 50% of the work; Additional 40% upon completion of 100% of the work and submission of lien waivers from sub-contractors; and Final 20% plus change orders upon completion of all punch list items and a final Lien waiver from the General Contractor.

Final Draw must not be released until final inspections are completed, the rehab specialist and the homeowner have signed and accepted all repairs and the general contractor has provided all necessary lien waivers.

Recipients should have a clearly defined retention and payment schedule adopted in their Housing Rehabilitation Guidelines.

Further questions regarding this change can be directed via e-mail to:

Kathy Blodgett, Administrator
CD&R Programs
Arizona Department of Housing
Kathy.Blodgett@azhousing.gov



1110 W. Washington, Suite 310 | Phoenix, AZ 85007
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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Community Development and Revitalization

REGARDING FUNDING SOURCES: CDBG

INFORMATION BULLETIN No. 32-12

ISSUED: September 17, 2012

RE: Notice of Funding Availability for CDBG
State Special Projects Competitive Funding Round 2

NOTICE OF FUNDING AVAILABILITY (NOFA OR NOTICE)

For FY 2012, the Arizona Department of Housing (ADOH) expects to allocate approximately \$900,000.00 in Community Development Block Grant (CDBG) Program funds to State Special Projects (SSP). The FY 2012 SSP funds will be distributed in the second competitive funding round and the application submission deadline is December 17, 2012 at 4 p.m.

The Application Process for the SSP funding allocation is described in the CDBG Application Handbook (revised January 2009) with any changes or additional requirements outlined in this Notice. The CDBG Application Handbook and SSP Rating Forms (the Rating Tool and the Completeness Review Form) can be obtained from the ADOH website at:

<http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>

CHANGES FROM FY2011

There is a significant project eligibility change from the FY2011 SSP application round. The change is as follows:

- **Project Eligibility:** Only those activity types listed on **Appendix B** of the State of Arizona **FY2012 Action Plan** with a priority ranking of “High” or “Medium” for the *categories listed below* will be eligible to apply for CDBG SSP funding. Projects listed as a “Low” priority and those *not listed* will not be eligible to apply for funding. Applicants unsure of an activity’s eligibility are encouraged to contact ADOH staff to discuss the project. A copy of the Appendix B can be found in the FY2012 Final Action Plan on the ADOH Website at: <http://www.azhousing.gov/ShowPage.aspx?ID=137&CID=15>

Eligible Categories are as follows:

- Public Facilities and Improvements
- Community/Supportive Housing Facilities
- Housing
- Economic Development

- **Application Thresholds:** Threshold requirements have changed. There are general thresholds that apply to every application and thresholds that are project specific. Applications *must meet both general and project specific thresholds* in order to be eligible for scoring. Any application that does not meet all applicable threshold requirements will not be competitively scored and will be denied for funding. Please review Part I of the ADOH CDBG SSP Rating Tool FY2012. The rating tool can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>
- **Scoring:** The competitive scoring criteria have changed. *There is now a minimum score requirement of 70 points.* Any applications not scoring the minimum 70 points will not be considered for funding. Please review Part II, III & IV of the ADOH CDBG SSP Rating Tool FY2012 carefully. The rating tool can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>

STATE SPECIAL PROJECTS INFORMATION

Eligible Applicants

Consistent with federal law, eligible applicants for the State CDBG Program are:

- All incorporated cities and towns, except those located in Maricopa and Pima Counties and excluding tribal lands and the cities of Flagstaff, Prescott and Yuma.
- All of Arizona's counties except Maricopa and Pima Counties.

Eligible Activities

Any eligible CDBG activity listed on Appendix B of the State of Arizona FY2012 Annual Action Plan under the categories of Public Facilities and Improvements; Community/Supportive Housing Facilities; Housing; and Economic Development with a priority ranking of "High" or "Medium" can be undertaken with State Special Projects (SSP) Account.

Activities must meet a CDBG National Objective.

Applicants unsure of an activity's eligibility are encouraged to contact ADOH staff to discuss the project.

Eligible activities should be ready to begin implementation within 30 days of execution of the Funding Agreement, and must anticipate completion within the self-determined and approved contract timeframe, generally not to exceed 24 months.

Threshold Issues and Application Requirements

To qualify for funding under this notice, applicants *must* submit the following items *in addition to all elements required by Section 6 of the CDBG Application Handbook (Rev. January 2009)*. Applications that are not complete and do not contain the following items will be rejected.

For all applications:

- The activity meets one of the three national objectives:
 - Low-to-Moderate Income Benefit
 - Slum/Blight
 - Urgent Need
- At least 70% of all SSP funds must benefit persons of low and moderate income.

- Slum/Blight and Urgent Needs activities are capped at a maximum of 30% of the total CDBG allocation per year. Applicants proposing Slum/Blight or Urgent Need projects must notify the Department in advance for approval of the submission of a Slum/Blight or Urgent Need project application. *Slum/Blight projects must address one or more of the conditions indicated in the applicant's resolution as the reason for designation of the target area as Slum/Blight.*
- Environmental Review Record: Both new and re-evaluation requests must be reviewed and approved by ADOH **prior to submittal of an SSP Application**. Evidence of approval of either a new or re-evaluated ERR must be submitted with the SSP Application. Specifically:
 - All applications must include the project specific E-13 Authority to Use Grant Funds issued by ADOH with an issuance date prior to submission of the SSP application.
 - For Environmental Review Records subject to re-evaluation, ADOH will issue a written notification of approval. Applications must include a copy of this notification of approved re-evaluation as well as a copy of the original E-13.
 - *Please see the ADOH Environmental Review Handbook available on our website at <http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>*
- Applicant must submit extensive public participation information demonstrating they held at least two (2) public hearings. Documentation *must include copies of:* ads, postings, P2 and P4 affidavits, meeting minutes and sign in sheets from each meeting/hearing, and a list of all projects discussed.
- Applicant must submit *detailed* cost estimates and budgets for both administrative and project funding that have been carefully considered to maximize the potential of CDBG funds.
- Applicant must provide documentation evidencing a clearly-defined and appropriate Service Area for the project (e.g. project maps, census data, surveys, appropriate/complete application forms etc.).

For Public Facilities and Improvements:

- Eligible activities are:
 - Water System Improvements
 - Wastewater System Improvements
 - Road/Street Improvements
 - Flood and Drainage Improvements
 - Other Public or Privately Owned Utilities
- Applicant must submit complete construction plans and specifications including evidence of approval by the appropriate department at the local government level
- Applicant must submit proof of site control.
- Applicant must submit final engineering design drawings, signed and certified.
- Applicant must submit a list of qualified bidders selected for solicitation and statement certifying that the local government will select vendors through a competitive procurement process compliant with CDBG guidelines.
- Applicant must include copies of all applicable permits (e.g. zoning, building, Army Corps of Engineers) or letters from the appropriate bodies stating these permits will likely be approved within 30 days of award notification. In the event that permits are not applicable (i.e. work performed by city staff in the right of way owned by the city) the applicant must provide a detailed written explanation of why permits are not applicable to the project.

- Applicant must submit evidence of proper zoning for the project type from the appropriate planning and/or zoning dept.
- Cost estimates have been signed and certified by an Architect, Engineer or Contractor.

For Community/Supportive Housing Facilities:

- Eligible Activities are:
 - ADA/ROB Improvements – as a standalone activity for any community/supportive housing facility (including parks, playgrounds, libraries, youth centers, community centers, etc.)
 - Senior Centers
 - Food Banks
 - Physical or Psychological Disabilities Facilities
 - Homeless Facilities
 - Supportive Housing Facilities (DV shelters, halfway houses, housing for disaster victims, hospitals etc.)
- Applicant must submit complete construction plans and specifications with detailed drawings of the final product.
- Applicant must submit documentation demonstrating that the applicant or subrecipient owns the land in question with no restrictive agreements attached to the land.
- Applicant must provide a list of qualified bidders selected for solicitation and statement certifying that the local government or subrecipient will select vendors thru a competitive procurement process compliant with CDBG guidelines.
- Cost Estimates have been signed and certified by an Architect, Engineer or Contractor.
- Applicant must include copies of all applicable permits (e.g. zoning, building, Army Corps of Engineers) or letters from the appropriate bodies stating these permits will likely be approved within 30 days of award notification. In the event that permits are not applicable (i.e. work performed by city staff in the right of way owned by the city) the applicant must provide a detailed written explanation of why permits are not applicable to the project.

For Housing:

- Eligible activities are:
 - Owner Occupied Housing Rehabilitation
 - Rental Housing Rehabilitation
 - Lead-based Paint Evaluation or Reduction
- Applicant must provide a copy of the wait list of *income qualified* homeowners/tenants that is *signed by the CDBG Contact* to support need. Wait list must include household name, address, size, AMI% and race/ethnicity information.
- Applicant must submit a copy of the community's Housing Rehab Guidelines (HRGs) **AND** a copy of the ADOH document approving the HRGs. HRG's therefore must be reviewed and approved by ADOH prior to submission of an SSP application. HRG's must have incorporated energy efficiency retrofitting policies and procedures.
- Applicant must submit evidence that the community's HRGs have been adopted by its governing body via a resolution or meeting minutes.
- Applicant must submit a copy of the initial inspections (HQS or equivalent) for each of the units to be assisted.
- If Rental Rehab: applicant must include documented evidence the landlord has site control.
- If Rental Rehab: applicant must submit a copy of the agreement between the landlord and the local government to rent a certain percentage of units to L/M income households.

For Economic Development Assistance:

- Eligible activities are:
 - Direct Assistance to For-profit Businesses
 - Economic Development Services
 - Micro-enterprise Assistance to Businesses
- Applicant must submit a list of qualified business owners to be assisted.
- Applicant must provide letters from the assisted businesses agreeing to create or retain jobs and comply with CDBG requirements for economic development activities.
- Applicant must provide evidence that the activities proposed are financially feasible.
- If infrastructure/construction project: cost estimates have been certified by an Architect, Engineer or Contractor.

Public Participation

ADOH encourages each community to combine SSP projects with Regional Account Projects in the public participation and publication process to avoid the need for additional publications and hearings. *All documented evidence of Public Participation process where the project for this SSP application was selected must be submitted.* Please refer to the CDBG Application Handbook:

<http://www.azhousing.gov/ShowPage.aspx?ID=387&CID=16>

Selection of Project Awards

Projects will be selected for SSP funding by a competitive process through which applications are scored. Applications that have met all applicable threshold requirements will be competitively scored with the highest scoring applications receiving awards until available funds are exhausted. Scored applications will be kept on file for one year and the next highest scoring application will be funded only if funding becomes available through recapture or de-obligated CDBG funds sufficient to award the additional project.

The goals of the rating system are as follows:

- Ensure fairness in competition for the grants;
- Increase the objectivity of the reviews; and
- Provide grantees with more information on how to write a competitive application.

The application rating system places additional emphasis on: targeting the most low-moderate income people and communities; determining the need for the activity; past performance of the applicant and/or administrating agency; and cost effectiveness of the project.

The SSP Rating Tool and a completeness review form can be obtained from the ADOH website at: <http://www.azhousing.gov/ShowPage.aspx?ID=449&CID=16>

Please review this NOFA, the rating tool, completeness form, and the CDBG Grant Application Review Forms (pp. 183-210 of the CDBG Application Handbook) to ensure that your application has supplied all relevant information under each criterion and may obtain the maximum points available to your type of project.

Selection Notification

ADOH anticipates notifying all applicants within 90 days of application deadline as to whether they will be funded or not. Applicants approved for funding should be prepared to initiate projects within 30 days of notification.

Upon request, both funded and unfunded applicants will have the opportunity to review their application's scoring with ADOH staff in order to increase their competitiveness in subsequent application and funding processes.

Maximum Grant Amount

The maximum grant available including administrative funding under this notice is \$300,000. Funds unexpended at contract termination shall be returned to ADOH.

Contract Terms

Funding Agreements entered into between successful applicants and ADOH will contain schedules reflective of the reasonable amount of time that will be required to undertake the proposed activity. The maximum timeframe for project completion is 24 months.

The successful applicant must return Funding Agreement documents with Mayor's/Board Chair's signature within 30 days of their receipt. Funding Agreements not returned within the specified time period will be terminated and funds will be reassigned to the next highest scoring applicant.

ADOH will terminate any Funding Agreement and recapture funds from the same Funding Agreement in which the Recipient does not commence any of the activities described in the *Scope of Work (Attachment A)* or fails to expend any funds in accordance with the *Budget (Attachment C)* within One hundred eighty (180) calendar days from the full execution date of the Funding Agreement.

APPLICATION TIMELINE

The following is a listing of key dates in the application and funding process:

- Application Handbook release: January 2009
- NOFA release: September 17, 2012
- Application Deadline: December 17, 2012, 4:00 p.m.

APPLICATION SUBMITTAL

All communities/counties eligible to receive funding from the State CDBG program are eligible to apply for SSP funds. Each community/county is encouraged to submit an application for one project.

Applicants must submit one (1) original and one (1) copy of the application. The entire application (both original and copy) must be two-hole punched at the top and secured by a clasp. DO NOT submit applications in binders. Any drawings, maps, plans or supportive documents may be included unbound (if not feasible to bound) but must be legible, designated and labeled.

Applications must be received by ADOH no later than **Monday, December 17, 2012 by 4:00 p.m.** Applications will be considered received if one of the following indicates a date and time no later than the application due date:

- Fed Ex, UPS, etc. delivery documents; or
- Department staff documentation of receipt.

Applications *may not* be submitted via e-mail or fax. Applications may be delivered or mailed to:

Arizona Department of Housing
Attn: CDBG Application SSP Account
1110 W. Washington, Suite 310
Phoenix, AZ 85007



1110 W. Washington, Suite 310
Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.azhousing.gov

The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 33-12

ISSUED: September 27, 2012

RE: 2013 Draft Qualified Allocation Plan

The Arizona Department of Housing has published its first draft of the 2013 Qualified Allocation Plan.

For your convenience, it is a redlined draft of the 2012 QAP

The draft can be found at: www.azhousing.gov

Comments to the draft will be accepted in writing to the following email address:

2013-QAP-Comments@azhousing.gov

As a reminder, the Department will hold its first focus group for comments at the 2012 Arizona Housing Forum in Tucson on October 4, 2012. The second focus group will be held in Phoenix the following week on October 9, 2012.

2013 QAP Focus Groups

TUCSON

Thursday, October 4, 2012 – 2:15 pm

J.W. Marriott Starr Pass Resort

3800 W. Starr Pass Boulevard

Tucson, AZ

PHOENIX

Tuesday, October 9, 2012 – 9:00 am

Carnegie Library – Auditorium

1101 W. Washington Street

Phoenix, AZ

INFORMATION: Andrew Rael, Assistant Deputy Director of Programs - (602) 771-1010

The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development, Owner-Occupied Housing Rehabilitation

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program, State Housing Fund

INFORMATION BULLETIN No. 34-12 **ISSUED: October 12, 2012**
**RE: 2013 Qualified Allocation Plan, State Housing Fund NOFA Owner Occupied
Housing Rehabilitation, State Housing Fund NOFA Rental Development**

2013 QUALIFIED ALLOCATION PLAN

The Draft 2013 QAP was issued through Information Bulletin 33-12 on September 27, 2012 and is available on the ADOH website at this [link](#). Two focus groups have been held and numerous written comments have been received via the following email: 2013-QAP-Comments@azhousing.gov

Written comments will continue to be accepted via the above email until October 19, 2012 at 5 p.m. ADOH will issue a final 2013 QAP by November 2, 2012 at 4 p.m. A public hearing to discuss the 2013 QAP will be held on Wednesday, November 14, 2012 at 9 a.m at the following location:

Carnegie Library – Main Floor
1101 W. Washington Street
Phoenix, AZ 85007

Free parking is available on the street surrounding the library and in the Department of Environmental Quality garage on the northwest corner of 10th Avenue and Washington.

STATE HOUSING FUND NOFA OWNER OCCUPIED HOUSING REHABILITATION

The State Housing Fund NOFA for Owner Occupied Housing Rehabilitation issued through IB 23-12 on July 13, 2012 is due by November 15, 2012 at 4 p.m. New Weatherization Standards referenced in the 2012-2013 State Housing Fund Program Summary and Application Guide have been modified. The first paragraph of the Weatherization Standards have been revised as follows and denoted by underline:

Deficiencies identified in the energy audit, related to the specifications listed below. must be included in the OOHHR Scope-of- Work and corrected in the rehabilitation. Items identified in the energy audit not related to the specifications listed below may be corrected at the discretion off the Rehabilitation Specialist.

The purpose of this clarification is to point out that the weatherization specifications are the basis of the weatherization standards, not the energy audit. The revised Weatherization Standards are located at this [link](#).

STATE HOUSING FUND NOFA RENTAL DEVELOPMENT

The State Housing Fund NOFA for Rental Development issued through IB 24-12 on July 13, 2012 is due by November 30, 2012 at 4 p.m. Waiver requests will be accepted for Section 2.2 (B)(q) of the 2012-2013 State Housing Fund Program Summary and Application Guide which requires a completed *Environmental Review* and an *Authority to Use Grant Funds* at the time of application. Applications with waiver requests will receive secondary consideration for funding behind applications that meet this threshold criteria, notwithstanding, performance and other threshold criteria. Only waiver requests that indicate substantial progress and completion of the *Environmental Review* and receipt of an *Authority to Use Grant Funds* by December 31, 2012 will be considered.



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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: RENTAL COMPLIANCE

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 36-12

ISSUED: November 6, 2012

RE: 2012 LIHTC Annual Report Workbook

Low-Income Housing Tax Credit (LIHTC) project owners are required to submit an Annual Report to ADOH each year of the compliance period as defined in the Declaration of Affirmative Land Use and Restrictive Covenants Agreement (LURA). LIHTC Annual Reports are due annually on March 15th for the preceding calendar year. The 2012 LIHTC Annual Report Workbook has been posted on our website, www.azhousing.gov on the **FORMS AND HANDBOOKS** page in the **Rental Compliance & Monitoring: Annual Reports** section. Follow this link or copy and paste it into your browser:

<http://www.azhousing.gov/ShowPage.aspx?ID=450&CID=16>

The LIHTC Annual Report Workbook is to be downloaded, completed, and submitted in both hard copy and electronically on a CD in Excel format to ADOH by March 15, 2013.

On the **INSTRUCTIONS** tab of the LIHTC Annual Report Workbook, you will find that ADOH has created a guide that outlines the documents required and provides instruction on how to complete the report correctly. Required documents that must be submitted include the Utility Allowance Schedule, the Owner's Certificate of Continuing Program Compliance (Exhibit A) and its attachments, the Rental Schedule (Exhibit B) and its attachments, Audited Financial Statements (see next paragraph), and a Special Commitments Report (Exhibit D).

If already required by a syndicator or other partner, **Audited Financial Statements** must be submitted to ADOH. If financial statements are not audited, owners may submit un-audited statements and must include a signed certification testifying that audited financials are not performed on the project.

As always, annual compliance monitoring fees are due with the submission of the Annual Report. ADOH will mail invoices to the owner and management company contacts on file; please submit a copy of the invoice with payment so that it may be appropriately applied.

Questions with regard to the changes to the annual report requirements should be directed to Lisa Troy, Housing Compliance Administrator at (602) 771-1071 or lisa.troy@azhousing.gov.

Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 37-12

ISSUED: November 6, 2012

RE: 2013 Qualified Allocation Plan

The Arizona Department of Housing has published the final 2013 Qualified Allocation Plan (QAP). The 2013 QAP. For your convenience, ADOH is also providing a redline of the 2012 QAP. Both documents can be accessed on our website, www.azhousing.gov on the Publications page, linked here:

<http://www.azhousing.gov/ShowPage.aspx?ID=137&CID=15>

As a reminder ADOH will hold a public hearing regarding the 2013 QAP on Wednesday, November 14, 2012 at 9:00 am at the following location:

Carnegie Library – Auditorium
1101 W. Washington Street
Phoenix, Arizona 85007

Free parking is available on the streets surrounding the library and at the Arizona Department of Environmental Quality garage at the northwest corner of 10th Avenue and Washington.

INFORMATION: Andrew Rael, Assistant Deputy Director of Programs, (602) 771-1010

Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 38-12

ISSUED: November 21, 2012

RE: 2013 LIHTC Application Workshop Scheduled

ADOH will hold the 2013 LIHTC Application Workshop on January 23, 2013 from 9:00 am to 2:00 pm at the Phoenix Airport Marriott, 1101 N. 44th Street in Phoenix, AZ. This one day workshop will provide a cursory review of the 2013 LIHTC application process, as well as an overview of the LIHTC compliance requirements and weatherization standards.

Developers (*or their development team designee*) who plan to submit an application in the 2013 round must attend this annual training. Attendees are encouraged to review the 2013 Qualified Allocation Plan (QAP) prior to the workshop. The document can be downloaded [here](#).

The fee for this workshop is \$75. No at door registration is available. We will allow unlimited paid registrations until January 16. After January 16, no on-line registrations will be allowed and potential registrants must call ADOH to register. A block of rooms has been set aside under the group name: ADOH LIHTC Application Workshop at the rate of \$128 per night. Please make reservations by calling the toll-free line at 800-228-9290.

A certificate of attendance generated by ADOH must be included in the 2013 LIHTC application. Certificates will be e-mailed to attendees within 30 days after the workshop.

Registration will begin at 8:00 am and the program will begin at 9:00 am. Registration includes a continental breakfast and lunch.

Registration is now open on-line at the ADOH website at this [link](#).

The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: LIHTC, State Housing Fund

INFORMATION BULLETIN No. 39-12

ISSUED: December 6, 2012

RE: 2013 Qualified Allocation Plan (QAP)

The 2013 QAP that is currently posted on the ADOH website is a draft. ADOH expects to have a final version signed and approved by the Governor posted on the ADOH website by the end of December. Substantive changes are not expected. The new 2013 LIHTC application and all application forms and exhibits will be posted at the same time.

There have been changes to the Difficult to Development Areas (DDAs) listed in Exhibit E of the LIHTC application. Coconino County, Flagstaff and Graham County are no longer DDAs for 2013. A new Exhibit E reflecting the new DDAs has been posted (ahead of the rest of the application) at <http://www.azhousing.gov/ShowPage.aspx?ID=451&CID=16>

ADOH is also providing "Clarifications to the 2013 QAP" in a Q&A log format at the same link. This document will be updated continually, and is provided as a service to ensure that up-to-date information, clarifications and interpretations are available to the development community and general public. Applicants are responsible for checking the site for updates to this document.

Please e-mail any questions regarding this notice or additional requests for clarifications pertaining to the 2013 QAP to: Jeanne.redondo@azhousing.gov



Arizona
Department
of Housing

Arizona Department of Housing 2012 Information Bulletin

PROGRAMS: Low Income Housing Tax Credit (LIHTC) Program

REGARDING: Low Income Housing Tax Credit Income and Rent Limits
(Post-1989 Developments) effective as of 12-1-12

INFORMATION BULLETIN No. 40-12

ISSUED: December 10, 2012

RE: New Income and Rent Limits for post-1989 Projects

Attached are the new 2013 Income and Rent Limits (post-1989 Projects) for the Low Income Housing Tax Credit (LIHTC) program. These limits are effective as of December 1, 2012.

The tables are also available for download on the [Forms and Handbooks](#) page of our website, www.azhousing.gov.

Alternate limits are available for the HERA impacted counties of Maricopa/Pinal, Cochise, Graham, Greenlee, Mohave and Santa Cruz. ADOH approval is required to use the alternate limits. Contact Lisa Troy, Rental Compliance Administrator at (602) 771-1071 or by e-mail at lisa.troy@azhousing.gov.

Arizona Department of Housing

1110 West Washington, Suite 310

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.housingaz.com

ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS



FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(Figures derived from HUD Median Income Charts effective 12/1/12)

MSA/County	%	Imputed Income								Allowable Rents					
		(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	0 Bdrm Rent	1 Bdrm Rent	2 Bdrm Rent	3 Bdrm Rent	4 Bdrm Rent	5 Bdrm Rent
Phoenix (Maricopa/Pinal)	60	\$26,520	\$30,300	\$34,080	\$37,860	\$40,920	\$43,920	\$46,980	\$49,980	\$663	\$710	\$852	\$984	\$1,098	\$1,212
	50	\$22,100	\$25,250	\$28,400	\$31,550	\$34,100	\$36,600	\$39,150	\$41,650	\$552	\$591	\$710	\$820	\$915	\$1,010
	40	\$17,680	\$20,200	\$22,720	\$25,240	\$27,280	\$29,280	\$31,320	\$33,320	\$442	\$473	\$568	\$656	\$732	\$808
	30	\$13,260	\$15,150	\$17,040	\$18,930	\$20,460	\$21,960	\$23,490	\$24,990	\$331	\$355	\$426	\$492	\$549	\$606
	20	\$8,840	\$10,100	\$11,360	\$12,620	\$13,640	\$14,640	\$15,660	\$16,660	\$221	\$236	\$284	\$328	\$366	\$404
HERA Special	60	\$28,020	\$31,980	\$36,000	\$39,960	\$43,200	\$46,380	\$49,560	\$52,800	\$700	\$750	\$900	\$1,039	\$1,159	\$1,279
	50	\$23,350	\$26,650	\$30,000	\$33,300	\$36,000	\$38,650	\$41,300	\$44,000	\$583	\$625	\$750	\$866	\$966	\$1,066
	40	\$18,680	\$21,320	\$24,000	\$26,640	\$28,800	\$30,920	\$33,040	\$35,200	\$467	\$500	\$600	\$693	\$773	\$853
	30	\$14,010	\$15,990	\$18,000	\$19,980	\$21,600	\$23,190	\$24,780	\$26,400	\$350	\$375	\$450	\$519	\$579	\$639
	20	\$9,340	\$10,660	\$12,000	\$13,320	\$14,400	\$15,460	\$16,520	\$17,600	\$233	\$250	\$300	\$346	\$386	\$426
Tucson (Pima)	60	\$24,360	\$27,840	\$31,320	\$34,800	\$37,620	\$40,380	\$43,200	\$45,960	\$609	\$652	\$783	\$905	\$1,009	\$1,114
	50	\$20,300	\$23,200	\$26,100	\$29,000	\$31,350	\$33,650	\$36,000	\$38,300	\$507	\$543	\$652	\$754	\$841	\$928
	40	\$16,240	\$18,560	\$20,880	\$23,200	\$25,080	\$26,920	\$28,800	\$30,640	\$406	\$435	\$522	\$603	\$673	\$743
	30	\$12,180	\$13,920	\$15,660	\$17,400	\$18,810	\$20,190	\$21,600	\$22,980	\$304	\$326	\$391	\$452	\$504	\$557
	20	\$8,120	\$9,280	\$10,440	\$11,600	\$12,540	\$13,460	\$14,400	\$15,320	\$203	\$217	\$261	\$301	\$336	\$371
Yuma (Yuma)	60	\$20,100	\$22,980	\$25,860	\$28,680	\$31,020	\$33,300	\$35,580	\$37,860	\$502	\$538	\$646	\$746	\$832	\$918
	50	\$16,750	\$19,150	\$21,550	\$23,900	\$25,850	\$27,750	\$29,650	\$31,550	\$418	\$448	\$538	\$621	\$693	\$765
	40	\$13,400	\$15,320	\$17,240	\$19,120	\$20,680	\$22,200	\$23,720	\$25,240	\$335	\$359	\$431	\$497	\$555	\$612
	30	\$10,050	\$11,490	\$12,930	\$14,340	\$15,510	\$16,650	\$17,790	\$18,930	\$251	\$269	\$323	\$373	\$416	\$459
	20	\$6,700	\$7,660	\$8,620	\$9,560	\$10,340	\$11,100	\$11,860	\$12,620	\$167	\$179	\$215	\$248	\$277	\$306
HERA Special	60	\$20,460	\$23,400	\$26,340	\$29,220	\$31,560	\$33,900	\$36,240	\$38,580	\$511	\$548	\$658	\$759	\$847	\$935
	50	\$17,050	\$19,500	\$21,950	\$24,350	\$26,300	\$28,250	\$30,200	\$32,150	\$426	\$456	\$548	\$633	\$706	\$779
	40	\$13,640	\$15,600	\$17,560	\$19,480	\$21,040	\$22,600	\$24,160	\$25,720	\$341	\$365	\$439	\$506	\$565	\$623
	30	\$10,230	\$11,700	\$13,170	\$14,610	\$15,780	\$16,950	\$18,120	\$19,290	\$255	\$274	\$329	\$379	\$423	\$467
	20	\$6,820	\$7,800	\$8,780	\$9,740	\$10,520	\$11,300	\$12,080	\$12,860	\$170	\$182	\$219	\$253	\$282	\$311

ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS



FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(Figures derived from HUD Median Income Charts effective 12/1/12)

MSA/County	%	Imputed Income								Allowable Rent					
		(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	0 Bdrm Rent	1 Bdrm Rent	2 Bdrm Rent	3 Bdrm Rent	4 Bdrm Rent	5 Bdrm Rent
Apache	60	\$20,100	\$22,980	\$25,860	\$28,680	\$31,020	\$33,300	\$35,580	\$37,860	\$502	\$538	\$646	\$746	\$832	\$918
	50	\$16,750	\$19,150	\$21,550	\$23,900	\$25,850	\$27,750	\$29,650	\$31,550	\$418	\$448	\$538	\$621	\$693	\$765
	40	\$13,400	\$15,320	\$17,240	\$19,120	\$20,680	\$22,200	\$23,720	\$25,240	\$335	\$359	\$431	\$497	\$555	\$612
	30	\$10,050	\$11,490	\$12,930	\$14,340	\$15,510	\$16,650	\$17,790	\$18,930	\$251	\$269	\$323	\$373	\$416	\$459
	20	\$6,700	\$7,660	\$8,620	\$9,560	\$10,340	\$11,100	\$11,860	\$12,620	\$167	\$179	\$215	\$248	\$277	\$306
Cochise	60	\$22,380	\$25,560	\$28,740	\$31,920	\$34,500	\$37,080	\$39,600	\$42,180	\$559	\$599	\$718	\$830	\$927	\$1,022
	50	\$18,650	\$21,300	\$23,950	\$26,600	\$28,750	\$30,900	\$33,000	\$35,150	\$466	\$499	\$598	\$691	\$772	\$851
	40	\$14,920	\$17,040	\$19,160	\$21,280	\$23,000	\$24,720	\$26,400	\$28,120	\$373	\$399	\$479	\$553	\$618	\$681
	30	\$11,190	\$12,780	\$14,370	\$15,960	\$17,250	\$18,540	\$19,800	\$21,090	\$279	\$299	\$359	\$415	\$463	\$511
	20	\$7,460	\$8,520	\$9,580	\$10,640	\$11,500	\$12,360	\$13,200	\$14,060	\$186	\$199	\$239	\$276	\$309	\$340
HERA Special	60	\$23,520	\$26,880	\$30,240	\$33,540	\$36,240	\$38,940	\$41,640	\$44,280	\$588	\$630	\$756	\$872	\$973	\$1,074
	50	\$19,600	\$22,400	\$25,200	\$27,950	\$30,200	\$32,450	\$34,700	\$36,900	\$490	\$525	\$630	\$726	\$811	\$895
	40	\$15,680	\$17,920	\$20,160	\$22,360	\$24,160	\$25,960	\$27,760	\$29,520	\$392	\$420	\$504	\$581	\$649	\$716
	30	\$11,760	\$13,440	\$15,120	\$16,770	\$18,120	\$19,470	\$20,820	\$22,140	\$294	\$315	\$378	\$436	\$486	\$537
	20	\$7,840	\$8,960	\$10,080	\$11,180	\$12,080	\$12,980	\$13,880	\$14,760	\$196	\$210	\$252	\$290	\$324	\$358
Coconino	60	\$26,100	\$29,820	\$33,540	\$37,260	\$40,260	\$43,260	\$46,260	\$49,200	\$652	\$699	\$838	\$969	\$1,081	\$1,193
	50	\$21,750	\$24,850	\$27,950	\$31,050	\$33,550	\$36,050	\$38,550	\$41,000	\$543	\$582	\$698	\$807	\$901	\$994
	40	\$17,400	\$19,880	\$22,360	\$24,840	\$26,840	\$28,840	\$30,840	\$32,800	\$435	\$466	\$559	\$646	\$721	\$795
	30	\$13,050	\$14,910	\$16,770	\$18,630	\$20,130	\$21,630	\$23,130	\$24,600	\$326	\$349	\$419	\$484	\$540	\$596
	20	\$8,700	\$9,940	\$11,180	\$12,420	\$13,420	\$14,420	\$15,420	\$16,400	\$217	\$233	\$279	\$323	\$360	\$397
Gila	60	\$20,100	\$22,980	\$25,860	\$28,680	\$31,020	\$33,300	\$35,580	\$37,860	\$502	\$538	\$646	\$746	\$832	\$918
	50	\$16,750	\$19,150	\$21,550	\$23,900	\$25,850	\$27,750	\$29,650	\$31,550	\$418	\$448	\$538	\$621	\$693	\$765
	40	\$13,400	\$15,320	\$17,240	\$19,120	\$20,680	\$22,200	\$23,720	\$25,240	\$335	\$359	\$431	\$497	\$555	\$612
	30	\$10,050	\$11,490	\$12,930	\$14,340	\$15,510	\$16,650	\$17,790	\$18,930	\$251	\$269	\$323	\$373	\$416	\$459
	20	\$6,700	\$7,660	\$8,620	\$9,560	\$10,340	\$11,100	\$11,860	\$12,620	\$167	\$179	\$215	\$248	\$277	\$306
HERA Special	60	\$21,600	\$24,660	\$27,720	\$30,780	\$33,300	\$35,760	\$38,220	\$40,680	\$540	\$578	\$693	\$801	\$894	\$986
	50	\$18,000	\$20,550	\$23,100	\$25,650	\$27,750	\$29,800	\$31,850	\$33,900	\$450	\$481	\$577	\$667	\$745	\$821
	40	\$14,400	\$16,440	\$18,480	\$20,520	\$22,200	\$23,840	\$25,480	\$27,120	\$360	\$385	\$462	\$534	\$596	\$657
	30	\$10,800	\$12,330	\$13,860	\$15,390	\$16,650	\$17,880	\$19,110	\$20,340	\$270	\$289	\$346	\$400	\$447	\$493
	20	\$7,200		\$9,240	\$10,260	\$11,100	\$11,920	\$12,740	\$13,560	\$180	\$90	\$231	\$267	\$298	\$328

ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS



FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(Figures derived from HUD Median Income Charts effective 12/1/12)

MSA/County	%	Imputed Income								Allowable Rent					
		(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	0 Bdrm Rent	1 Bdrm Rent	2 Bdrm Rent	3 Bdrm Rent	4 Bdrm Rent	5 Bdrm Rent
Graham	60	\$20,820	\$23,760	\$26,760	\$29,700	\$32,100	\$34,500	\$36,840	\$39,240	\$520	\$557	\$669	\$772	\$862	\$951
	50	\$17,350	\$19,800	\$22,300	\$24,750	\$26,750	\$28,750	\$30,700	\$32,700	\$433	\$464	\$557	\$643	\$718	\$792
	40	\$13,880	\$15,840	\$17,840	\$19,800	\$21,400	\$23,000	\$24,560	\$26,160	\$347	\$371	\$446	\$515	\$575	\$634
	30	\$10,410	\$11,880	\$13,380	\$14,850	\$16,050	\$17,250	\$18,420	\$19,620	\$260	\$278	\$334	\$386	\$431	\$475
	20	\$6,940	\$7,920	\$8,920	\$9,900	\$10,700	\$11,500	\$12,280	\$13,080	\$173	\$185	\$223	\$257	\$287	\$317
HERA Special	60	\$21,180	\$24,180	\$27,180	\$30,180	\$32,640	\$35,040	\$37,440	\$39,840	\$529	\$567	\$679	\$785	\$876	\$966
	50	\$17,650	\$20,150	\$22,650	\$25,150	\$27,200	\$29,200	\$31,200	\$33,200	\$441	\$472	\$566	\$654	\$730	\$805
	40	\$14,120	\$16,120	\$18,120	\$20,120	\$21,760	\$23,360	\$24,960	\$26,560	\$353	\$378	\$453	\$523	\$584	\$644
	30	\$10,590	\$12,090	\$13,590	\$15,090	\$16,320	\$17,520	\$18,720	\$19,920	\$264	\$283	\$339	\$392	\$438	\$483
	20	\$7,060	\$8,060	\$9,060	\$10,060	\$10,880	\$11,680	\$12,480	\$13,280	\$176	\$189	\$226	\$261	\$292	\$322
Greenlee	60	\$22,440	\$25,620	\$28,800	\$31,980	\$34,560	\$37,140	\$39,660	\$42,240	\$561	\$600	\$720	\$831	\$928	\$1,023
	50	\$18,700	\$21,350	\$24,000	\$26,650	\$28,800	\$30,950	\$33,050	\$35,200	\$467	\$500	\$600	\$693	\$773	\$853
	40	\$14,960	\$17,080	\$19,200	\$21,320	\$23,040	\$24,760	\$26,440	\$28,160	\$374	\$400	\$480	\$554	\$619	\$682
	30	\$11,220	\$12,810	\$14,400	\$15,990	\$17,280	\$18,570	\$19,830	\$21,120	\$280	\$300	\$360	\$415	\$464	\$511
	20	\$7,480	\$8,540	\$9,600	\$10,660	\$11,520	\$12,380	\$13,220	\$14,080	\$187	\$200	\$240	\$277	\$309	\$341
HERA Special	60	\$24,120	\$27,600	\$31,020	\$34,440	\$37,200	\$39,960	\$42,720	\$45,480	\$603	\$646	\$775	\$895	\$999	\$1,102
	50	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900	\$502	\$538	\$646	\$746	\$832	\$918
	40	\$16,080	\$18,400	\$20,680	\$22,960	\$24,800	\$26,640	\$28,480	\$30,320	\$402	\$431	\$517	\$597	\$666	\$735
	30	\$12,060	\$13,800	\$15,510	\$17,220	\$18,600	\$19,980	\$21,360	\$22,740	\$301	\$323	\$387	\$447	\$499	\$551
	20	\$8,040	\$9,200	\$10,340	\$11,480	\$12,400	\$13,320	\$14,240	\$15,160	\$201	\$215	\$258	\$298	\$333	\$367
La Paz	60	\$20,100	\$22,980	\$25,860	\$28,680	\$31,020	\$33,300	\$35,580	\$37,860	\$502	\$538	\$646	\$746	\$832	\$918
	50	\$16,750	\$19,150	\$21,550	\$23,900	\$25,850	\$27,750	\$29,650	\$31,550	\$418	\$448	\$538	\$621	\$693	\$765
	40	\$13,400	\$15,320	\$17,240	\$19,120	\$20,680	\$22,200	\$23,720	\$25,240	\$335	\$359	\$431	\$497	\$555	\$612
	30	\$10,050	\$11,490	\$12,930	\$14,340	\$15,510	\$16,650	\$17,790	\$18,930	\$251	\$269	\$323	\$373	\$416	\$459
	20	\$6,700	\$7,660	\$8,620	\$9,560	\$10,340	\$11,100	\$11,860	\$12,620	\$167	\$179	\$215	\$248	\$277	\$306

ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS



FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(Figures derived from HUD Median Income Charts effective 12/1/12)

MSA/County	%	Personnel								0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
		(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	Rent	Rent	Rent	Rent	Rent	Rent
Mohave	60	\$20,460	\$23,400	\$26,340	\$29,220	\$31,560	\$33,900	\$36,240	\$38,580	\$511	\$548	\$658	\$759	\$847	\$935
	50	\$17,050	\$19,500	\$21,950	\$24,350	\$26,300	\$28,250	\$30,200	\$32,150	\$426	\$456	\$548	\$633	\$706	\$779
	40	\$13,640	\$15,600	\$17,560	\$19,480	\$21,040	\$22,600	\$24,160	\$25,720	\$341	\$365	\$439	\$506	\$565	\$623
	30	\$10,230	\$11,700	\$13,170	\$14,610	\$15,780	\$16,950	\$18,120	\$19,290	\$255	\$274	\$329	\$379	\$423	\$467
	20	\$6,820	\$7,800	\$8,780	\$9,740	\$10,520	\$11,300	\$12,080	\$12,860	\$170	\$182	\$219	\$253	\$282	\$311
HERA Special	60	\$28,260	\$32,280	\$36,300	\$40,320	\$43,560	\$46,800	\$50,040	\$53,280	\$706	\$756	\$907	\$1,048	\$1,170	\$1,291
	50	\$23,550	\$26,900	\$30,250	\$33,600	\$36,300	\$39,000	\$41,700	\$44,400	\$588	\$630	\$756	\$873	\$975	\$1,076
	40	\$18,840	\$21,520	\$24,200	\$26,880	\$29,040	\$31,200	\$33,360	\$35,520	\$471	\$504	\$605	\$699	\$780	\$861
	30	\$14,130	\$16,140	\$18,150	\$20,160	\$21,780	\$23,400	\$25,020	\$26,640	\$353	\$378	\$453	\$524	\$585	\$645
	20	\$9,420	\$10,760	\$12,100	\$13,440	\$14,520	\$15,600	\$16,680	\$17,760	\$235	\$252	\$302	\$349	\$390	\$430
Navajo	60	\$20,220	\$23,100	\$25,980	\$28,860	\$31,200	\$33,480	\$35,820	\$38,100	\$505	\$541	\$649	\$750	\$837	\$924
	50	\$16,850	\$19,250	\$21,650	\$24,050	\$26,000	\$27,900	\$29,850	\$31,750	\$421	\$451	\$541	\$625	\$697	\$770
	40	\$13,480	\$15,400	\$17,320	\$19,240	\$20,800	\$22,320	\$23,880	\$25,400	\$337	\$361	\$433	\$500	\$558	\$616
	30	\$10,110	\$11,550	\$12,990	\$14,430	\$15,600	\$16,740	\$17,910	\$19,050	\$252	\$270	\$324	\$375	\$418	\$462
	20	\$6,740	\$7,700	\$8,660	\$9,620	\$10,400	\$11,160	\$11,940	\$12,700	\$168	\$180	\$216	\$250	\$279	\$308
Santa Cruz	60	\$20,100	\$22,980	\$25,860	\$28,680	\$31,020	\$33,300	\$35,580	\$37,860	\$502	\$538	\$646	\$746	\$832	\$918
	50	\$16,750	\$19,150	\$21,550	\$23,900	\$25,850	\$27,750	\$29,650	\$31,550	\$418	\$448	\$538	\$621	\$693	\$765
	40	\$13,400	\$15,320	\$17,240	\$19,120	\$20,680	\$22,200	\$23,720	\$25,240	\$335	\$359	\$431	\$497	\$555	\$612
	30	\$10,050	\$11,490	\$12,930	\$14,340	\$15,510	\$16,650	\$17,790	\$18,930	\$251	\$269	\$323	\$373	\$416	\$459
	20	\$6,700	\$7,660	\$8,620	\$9,560	\$10,340	\$11,100	\$11,860	\$12,620	\$167	\$179	\$215	\$248	\$277	\$306
HERA Special	60	\$20,820	\$23,760	\$26,760	\$29,700	\$32,100	\$34,500	\$36,840	\$39,240	\$520	\$557	\$669	\$772	\$862	\$951
	50	\$17,350	\$19,800	\$22,300	\$24,750	\$26,750	\$28,750	\$30,700	\$32,700	\$433	\$464	\$557	\$643	\$718	\$792
	40	\$13,880	\$15,840	\$17,840	\$19,800	\$21,400	\$23,000	\$24,560	\$26,160	\$347	\$371	\$446	\$515	\$575	\$634
	30	\$10,410	\$11,880	\$13,380	\$14,850	\$16,050	\$17,250	\$18,420	\$19,620	\$260	\$278	\$334	\$386	\$431	\$475
	20	\$6,940	\$7,920	\$8,920	\$9,900	\$10,700	\$11,500	\$12,280	\$13,080	\$173	\$185	\$223	\$257	\$287	\$317
Yavapai	60	\$23,100	\$26,400	\$29,700	\$32,940	\$35,580	\$38,220	\$40,860	\$43,500	\$577	\$618	\$742	\$856	\$955	\$1,054
	50	\$19,250	\$22,000	\$24,750	\$27,450	\$29,650	\$31,850	\$34,050	\$36,250	\$481	\$515	\$618	\$713	\$796	\$878
	40	\$15,400	\$17,600	\$19,800	\$21,960	\$23,720	\$25,480	\$27,240	\$29,000	\$385	\$412	\$495	\$571	\$637	\$703
	30	\$11,550	\$13,200	\$14,850	\$16,470	\$17,790	\$19,110	\$20,430	\$21,750	\$288	\$309	\$371	\$428	\$477	\$527
	20	\$7,700	\$8,800	\$9,900	\$10,980	\$11,860	\$12,740	\$13,620	\$14,500	\$192	\$206	\$247	\$285	\$318	\$351



Arizona
Department
of Housing

Arizona Department of Housing 2012 Information Bulletin

PROGRAMS: Low Income Housing Tax Credit (LIHTC) Program

REGARDING: Low Income Housing Tax Credit Income and Rent Limits
(Post-1989 Developments) effective as of 12-1-12

INFORMATION BULLETIN No. 41-12

ISSUED: December 14, 2012

RE: Income and Rent Limits for post-1989 Projects – Revised 12/14/12

The 2013 Income and Rent Limits (post-1989 Projects) for the Low Income Housing Tax Credit (LIHTC) program released last week have been revised effective December 14, 2012. These limits are effective as December 1, 2012.

The revised tables are attached for your review and are also available for download on the [Forms and Handbooks](#) page of our website, www.azhousing.gov.

Alternate limits are available for the HERA impacted counties of Maricopa/Pinal, Cochise, Graham, Greenlee, Mohave and Santa Cruz. ADOH approval is required to use the alternate limits. Contact Lisa Troy, Rental Compliance Administrator at (602) 771-1071 or by e-mail at lisa.troy@azhousing.gov.

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ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS

FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(Figures derived from HUD Median Income Charts effective 12/1/12)

(All fractions are rounded down)

MSA/County	%	(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	0 Bdrm Rent	1 Bdrm Rent	2 Bdrm Rent	3 Bdrm Rent	4 Bdrm Rent	5 Bdrm Rent
Phoenix (Maricopa/Pinal)	60	\$26,520	\$30,300	\$34,080	\$37,860	\$40,920	\$43,920	\$46,980	\$49,980	\$663	\$710	\$852	\$984	\$1,098	\$1,212
	50	\$22,100	\$25,250	\$28,400	\$31,550	\$34,100	\$36,600	\$39,150	\$41,650	\$552	\$591	\$710	\$820	\$915	\$1,010
	40	\$17,680	\$20,200	\$22,720	\$25,240	\$27,280	\$29,280	\$31,320	\$33,320	\$442	\$473	\$568	\$656	\$732	\$808
	30	\$13,260	\$15,150	\$17,040	\$18,930	\$20,460	\$21,960	\$23,490	\$24,990	\$331	\$355	\$426	\$492	\$549	\$606
	20	\$8,840	\$10,100	\$11,360	\$12,620	\$13,640	\$14,640	\$15,660	\$16,660	\$221	\$236	\$284	\$328	\$366	\$404
HERA Special	60	\$28,020	\$31,980	\$36,000	\$39,960	\$43,200	\$46,380	\$49,560	\$52,800	\$700	\$750	\$900	\$1,039	\$1,159	\$1,279
	50	\$23,350	\$26,650	\$30,000	\$33,300	\$36,000	\$38,650	\$41,300	\$44,000	\$583	\$625	\$750	\$866	\$966	\$1,066
	40	\$18,680	\$21,320	\$24,000	\$26,640	\$28,800	\$30,920	\$33,040	\$35,200	\$467	\$500	\$600	\$693	\$773	\$853
	30	\$14,010	\$15,990	\$18,000	\$19,980	\$21,600	\$23,190	\$24,780	\$26,400	\$350	\$375	\$450	\$519	\$579	\$639
	20	\$9,340	\$10,660	\$12,000	\$13,320	\$14,400	\$15,460	\$16,520	\$17,600	\$233	\$250	\$300	\$346	\$386	\$426
Tucson (Pima)	60	\$25,200	\$28,800	\$32,400	\$35,940	\$38,820	\$41,700	\$44,580	\$47,460	\$630	\$675	\$810	\$934	\$1,042	\$1,150
	50	\$21,000	\$24,000	\$27,000	\$29,950	\$32,350	\$34,750	\$37,150	\$39,550	\$525	\$562	\$675	\$778	\$868	\$958
	40	\$16,800	\$19,200	\$21,600	\$23,960	\$25,880	\$27,800	\$29,720	\$31,640	\$420	\$450	\$540	\$623	\$695	\$767
	30	\$12,600	\$14,400	\$16,200	\$17,970	\$19,410	\$20,850	\$22,290	\$23,730	\$315	\$337	\$405	\$467	\$521	\$575
	20	\$8,400	\$9,600	\$10,800	\$11,980	\$12,940	\$13,900	\$14,860	\$15,820	\$210	\$225	\$270	\$311	\$347	\$383
Yuma (Yuma)	60	\$20,700	\$23,640	\$26,580	\$29,520	\$31,920	\$34,260	\$36,660	\$39,000	\$517	\$554	\$664	\$768	\$856	\$945
	50	\$17,250	\$19,700	\$22,150	\$24,600	\$26,600	\$28,550	\$30,550	\$32,500	\$431	\$461	\$553	\$640	\$713	\$788
	40	\$13,800	\$15,760	\$17,720	\$19,680	\$21,280	\$22,840	\$24,440	\$26,000	\$345	\$369	\$443	\$512	\$571	\$630
	30	\$10,350	\$11,820	\$13,290	\$14,760	\$15,960	\$17,130	\$18,330	\$19,500	\$258	\$277	\$332	\$384	\$428	\$472
	20	\$6,900	\$7,880	\$8,860	\$9,840	\$10,640	\$11,420	\$12,220	\$13,000	\$172	\$184	\$221	\$256	\$285	\$315
Apache	60	\$20,700	\$23,640	\$26,580	\$29,520	\$31,920	\$34,260	\$36,660	\$39,000	\$517	\$554	\$664	\$768	\$856	\$945
	50	\$17,250	\$19,700	\$22,150	\$24,600	\$26,600	\$28,550	\$30,550	\$32,500	\$431	\$461	\$553	\$640	\$713	\$788
	40	\$13,800	\$15,760	\$17,720	\$19,680	\$21,280	\$22,840	\$24,440	\$26,000	\$345	\$369	\$443	\$512	\$571	\$630
	30	\$10,350	\$11,820	\$13,290	\$14,760	\$15,960	\$17,130	\$18,330	\$19,500	\$258	\$277	\$332	\$384	\$428	\$472
	20	\$6,900	\$7,880	\$8,860	\$9,840	\$10,640	\$11,420	\$12,220	\$13,000	\$172	\$184	\$221	\$256	\$285	\$315



ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS

FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(Figures derived from HUD Median Income Charts effective 12/1/12)

(All fractions are rounded down)

MSA/County	%	(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	0 Bdrm Rent	1 Bdrm Rent	2 Bdrm Rent	3 Bdrm Rent	4 Bdrm Rent	5 Bdrm Rent
Cochise	60	\$22,740	\$25,980	\$29,220	\$32,460	\$35,100	\$37,680	\$40,260	\$42,900	\$568	\$609	\$730	\$844	\$942	\$1,039
	50	\$18,950	\$21,650	\$24,350	\$27,050	\$29,250	\$31,400	\$33,550	\$35,750	\$473	\$507	\$608	\$703	\$785	\$866
	40	\$15,160	\$17,320	\$19,480	\$21,640	\$23,400	\$25,120	\$26,840	\$28,600	\$379	\$406	\$487	\$563	\$628	\$693
	30	\$11,370	\$12,990	\$14,610	\$16,230	\$17,550	\$18,840	\$20,130	\$21,450	\$284	\$304	\$365	\$422	\$471	\$519
	20	\$7,580	\$8,660	\$9,740	\$10,820	\$11,700	\$12,560	\$13,420	\$14,300	\$189	\$203	\$243	\$281	\$314	\$346
HERA Special	60	\$23,520	\$26,880	\$30,240	\$33,540	\$36,240	\$38,940	\$41,640	\$44,280	\$588	\$630	\$756	\$872	\$973	\$1,074
	50	\$19,600	\$22,400	\$25,200	\$27,950	\$30,200	\$32,450	\$34,700	\$36,900	\$490	\$525	\$630	\$726	\$811	\$895
	40	\$15,680	\$17,920	\$20,160	\$22,360	\$24,160	\$25,960	\$27,760	\$29,520	\$392	\$420	\$504	\$581	\$649	\$716
	30	\$11,760	\$13,440	\$15,120	\$16,770	\$18,120	\$19,470	\$20,820	\$22,140	\$294	\$315	\$378	\$436	\$486	\$537
	20	\$7,840	\$8,960	\$10,080	\$11,180	\$12,080	\$12,980	\$13,880	\$14,760	\$196	\$210	\$252	\$290	\$324	\$358
Coconino	60	\$26,100	\$29,820	\$33,540	\$37,260	\$40,260	\$43,260	\$46,260	\$49,200	\$652	\$699	\$838	\$969	\$1,081	\$1,193
	50	\$21,750	\$24,850	\$27,950	\$31,050	\$33,550	\$36,050	\$38,550	\$41,000	\$543	\$582	\$698	\$807	\$901	\$994
	40	\$17,400	\$19,880	\$22,360	\$24,840	\$26,840	\$28,840	\$30,840	\$32,800	\$435	\$466	\$559	\$646	\$721	\$795
	30	\$13,050	\$14,910	\$16,770	\$18,630	\$20,130	\$21,630	\$23,130	\$24,600	\$326	\$349	\$419	\$484	\$540	\$596
	20	\$8,700	\$9,940	\$11,180	\$12,420	\$13,420	\$14,420	\$15,420	\$16,400	\$217	\$233	\$279	\$323	\$360	\$397
Gila	60	\$20,760	\$23,700	\$26,640	\$29,580	\$31,980	\$34,320	\$36,720	\$39,060	\$519	\$555	\$666	\$769	\$858	\$947
	50	\$17,300	\$19,750	\$22,200	\$24,650	\$26,650	\$28,600	\$30,600	\$32,550	\$432	\$463	\$555	\$641	\$715	\$789
	40	\$13,840	\$15,800	\$17,760	\$19,720	\$21,320	\$22,880	\$24,480	\$26,040	\$346	\$370	\$444	\$513	\$572	\$631
	30	\$10,380	\$11,850	\$13,320	\$14,790	\$15,990	\$17,160	\$18,360	\$19,530	\$259	\$277	\$333	\$384	\$429	\$473
	20	\$6,920	\$7,900	\$8,880	\$9,860	\$10,660	\$11,440	\$12,240	\$13,020	\$173	\$185	\$222	\$256	\$286	\$315
HERA Special	60	\$21,600	\$24,660	\$27,720	\$30,780	\$33,300	\$35,760	\$38,220	\$40,680	\$540	\$578	\$693	\$801	\$894	\$986
	50	\$18,000	\$20,550	\$23,100	\$25,650	\$27,750	\$29,800	\$31,850	\$33,900	\$450	\$481	\$577	\$667	\$745	\$821
	40	\$14,400	\$16,440	\$18,480	\$20,520	\$22,200	\$23,840	\$25,480	\$27,120	\$360	\$385	\$462	\$534	\$596	\$657
	30	\$10,800	\$12,330	\$13,860	\$15,390	\$16,650	\$17,880	\$19,110	\$20,340	\$270	\$289	\$346	\$400	\$447	\$493
	20	\$7,200	\$8,220	\$9,240	\$10,260	\$11,100	\$11,920	\$12,740	\$13,560	\$180	\$192	\$231	\$267	\$298	\$328
Graham	60	\$21,420	\$24,480	\$27,540	\$30,600	\$33,060	\$35,520	\$37,980	\$40,440	\$535	\$573	\$688	\$795	\$888	\$980
	50	\$17,850	\$20,400	\$22,950	\$25,500	\$27,550	\$29,600	\$31,650	\$33,700	\$446	\$478	\$573	\$663	\$740	\$816
	40	\$14,280	\$16,320	\$18,360	\$20,400	\$22,040	\$23,680	\$25,320	\$26,960	\$357	\$382	\$459	\$530	\$592	\$653
	30	\$10,710	\$12,240	\$13,770	\$15,300	\$16,530	\$17,760	\$18,990	\$20,220	\$267	\$286	\$344	\$397	\$444	\$490
	20	\$7,140	\$8,160	\$9,180	\$10,200	\$11,020	\$11,840	\$12,660	\$13,480	\$178	\$191	\$229	\$265	\$296	\$326



ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS

FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(Figures derived from HUD Median Income Charts effective 12/1/12)

(All fractions are rounded down)

MSA/County	%	(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	0 Bdrm Rent	1 Bdrm Rent	2 Bdrm Rent	3 Bdrm Rent	4 Bdrm Rent	5 Bdrm Rent
Greenlee	60	\$23,100	\$26,400	\$29,700	\$33,000	\$35,640	\$38,280	\$40,920	\$43,560	\$577	\$618	\$742	\$858	\$957	\$1,056
	50	\$19,250	\$22,000	\$24,750	\$27,500	\$29,700	\$31,900	\$34,100	\$36,300	\$481	\$515	\$618	\$715	\$797	\$880
	40	\$15,400	\$17,600	\$19,800	\$22,000	\$23,760	\$25,520	\$27,280	\$29,040	\$385	\$412	\$495	\$572	\$638	\$704
	30	\$11,550	\$13,200	\$14,850	\$16,500	\$17,820	\$19,140	\$20,460	\$21,780	\$288	\$309	\$371	\$429	\$478	\$528
	20	\$7,700	\$8,800	\$9,900	\$11,000	\$11,880	\$12,760	\$13,640	\$14,520	\$192	\$206	\$247	\$286	\$319	\$352
HERA Special	60	\$24,120	\$27,600	\$31,020	\$34,440	\$37,200	\$39,960	\$42,720	\$45,480	\$603	\$646	\$775	\$895	\$999	\$1,102
	50	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900	\$502	\$538	\$646	\$746	\$832	\$918
	40	\$16,080	\$18,400	\$20,680	\$22,960	\$24,800	\$26,640	\$28,480	\$30,320	\$402	\$431	\$517	\$597	\$666	\$735
	30	\$12,060	\$13,800	\$15,510	\$17,220	\$18,600	\$19,980	\$21,360	\$22,740	\$301	\$323	\$387	\$447	\$499	\$551
20	\$8,040	\$9,200	\$10,340	\$11,480	\$12,400	\$13,320	\$14,240	\$15,160	\$201	\$215	\$258	\$298	\$333	\$367	
La Paz	60	\$20,700	\$23,640	\$26,580	\$29,520	\$31,920	\$34,260	\$36,660	\$39,000	\$517	\$554	\$664	\$768	\$856	\$945
	50	\$17,250	\$19,700	\$22,150	\$24,600	\$26,600	\$28,550	\$30,550	\$32,500	\$431	\$461	\$553	\$640	\$713	\$788
	40	\$13,800	\$15,760	\$17,720	\$19,680	\$21,280	\$22,840	\$24,440	\$26,000	\$345	\$369	\$443	\$512	\$571	\$630
	30	\$10,350	\$11,820	\$13,290	\$14,760	\$15,960	\$17,130	\$18,330	\$19,500	\$258	\$277	\$332	\$384	\$428	\$472
	20	\$6,900	\$7,880	\$8,860	\$9,840	\$10,640	\$11,420	\$12,220	\$13,000	\$172	\$184	\$221	\$256	\$285	\$315
Mohave	60	\$20,760	\$23,700	\$26,640	\$29,580	\$31,980	\$34,320	\$36,720	\$39,060	\$519	\$555	\$666	\$769	\$858	\$947
	50	\$17,300	\$19,750	\$22,200	\$24,650	\$26,650	\$28,600	\$30,600	\$32,550	\$432	\$463	\$555	\$641	\$715	\$789
	40	\$13,840	\$15,800	\$17,760	\$19,720	\$21,320	\$22,880	\$24,480	\$26,040	\$346	\$370	\$444	\$513	\$572	\$631
	30	\$10,380	\$11,850	\$13,320	\$14,790	\$15,990	\$17,160	\$18,360	\$19,530	\$259	\$277	\$333	\$384	\$429	\$473
	20	\$6,920	\$7,900	\$8,880	\$9,860	\$10,660	\$11,440	\$12,240	\$13,020	\$173	\$185	\$222	\$256	\$286	\$315
HERA Special	60	\$28,260	\$32,280	\$36,300	\$40,320	\$43,560	\$46,800	\$50,040	\$53,280	\$706	\$756	\$907	\$1,048	\$1,170	\$1,291
	50	\$23,550	\$26,900	\$30,250	\$33,600	\$36,300	\$39,000	\$41,700	\$44,400	\$588	\$630	\$756	\$873	\$975	\$1,076
	40	\$18,840	\$21,520	\$24,200	\$26,880	\$29,040	\$31,200	\$33,360	\$35,520	\$471	\$504	\$605	\$699	\$780	\$861
	30	\$14,130	\$16,140	\$18,150	\$20,160	\$21,780	\$23,400	\$25,020	\$26,640	\$353	\$378	\$453	\$524	\$585	\$645
20	\$9,420	\$10,760	\$12,100	\$13,440	\$14,520	\$15,600	\$16,680	\$17,760	\$235	\$252	\$302	\$349	\$390	\$430	



ARIZONA LOW INCOME HOUSING TAX CREDIT PROGRAM - IMPUTED INCOMES/ALLOWABLE RENTS

FOR RENTS BASED ON UNIT SIZE (Number of bedrooms: Post 1989 Projects)

(Figures derived from HUD Median Income Charts effective 12/1/12)

(All fractions are rounded down)

MSA/County	%	Imputed Income								Rent					
		(1 Person)	(2 Persons)	(3 Persons)	(4 Persons)	(5 Persons)	(6 Persons)	(7 Persons)	(8 Persons)	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
Navajo	60	\$20,700	\$23,640	\$26,580	\$29,520	\$31,920	\$34,260	\$36,660	\$39,000	\$517	\$554	\$664	\$768	\$856	\$945
	50	\$17,250	\$19,700	\$22,150	\$24,600	\$26,600	\$28,550	\$30,550	\$32,500	\$431	\$461	\$553	\$640	\$713	\$788
	40	\$13,800	\$15,760	\$17,720	\$19,680	\$21,280	\$22,840	\$24,440	\$26,000	\$345	\$369	\$443	\$512	\$571	\$630
	30	\$10,350	\$11,820	\$13,290	\$14,760	\$15,960	\$17,130	\$18,330	\$19,500	\$258	\$277	\$332	\$384	\$428	\$472
	20	\$6,900	\$7,880	\$8,860	\$9,840	\$10,640	\$11,420	\$12,220	\$13,000	\$172	\$184	\$221	\$256	\$285	\$315
HERA Special	60	\$20,880	\$23,880	\$26,880	\$29,820	\$32,200	\$34,620	\$37,020	\$39,420	\$522	\$559	\$672	\$775	\$865	\$955
	50	\$17,400	\$19,900	\$22,400	\$24,850	\$263,850	\$28,850	\$30,850	\$32,850	\$435	\$466	\$560	\$3,608	\$721	\$796
	40	\$13,920	\$15,920	\$17,920	\$19,880	\$211,080	\$23,080	\$24,680	\$26,280	\$348	\$373	\$448	\$2,887	\$577	\$637
	30	\$10,440	\$11,940	\$13,440	\$14,910	\$158,310	\$17,310	\$18,510	\$19,710	\$261	\$279	\$336	\$2,165	\$432	\$477
Santa Cruz	60	\$20,700	\$23,640	\$26,580	\$29,520	\$31,920	\$34,260	\$36,660	\$39,000	\$517	\$554	\$664	\$768	\$856	\$945
	50	\$17,250	\$19,700	\$22,150	\$24,600	\$26,600	\$28,550	\$30,550	\$32,500	\$431	\$461	\$553	\$640	\$713	\$788
	40	\$13,800	\$15,760	\$17,720	\$19,680	\$21,280	\$22,840	\$24,440	\$26,000	\$345	\$369	\$443	\$512	\$571	\$630
	30	\$10,350	\$11,820	\$13,290	\$14,760	\$15,960	\$17,130	\$18,330	\$19,500	\$258	\$277	\$332	\$384	\$428	\$472
	20	\$6,900	\$7,880	\$8,860	\$9,840	\$10,640	\$11,420	\$12,220	\$13,000	\$172	\$184	\$221	\$256	\$285	\$315
HERA Special	60	\$20,820	\$23,760	\$26,760	\$29,700	\$32,100	\$34,500	\$36,840	\$39,240	\$520	\$557	\$669	\$772	\$862	\$951
	50	\$17,350	\$19,800	\$22,300	\$24,750	\$26,750	\$28,750	\$30,700	\$32,700	\$433	\$464	\$557	\$643	\$718	\$792
	40	\$13,880	\$15,840	\$17,840	\$19,800	\$21,400	\$23,000	\$24,560	\$26,160	\$347	\$371	\$446	\$515	\$575	\$634
	30	\$10,410	\$11,880	\$13,380	\$14,850	\$16,050	\$17,250	\$18,420	\$19,620	\$260	\$278	\$334	\$386	\$431	\$475
	20	\$6,940	\$7,920	\$8,920	\$9,900	\$10,700	\$11,500	\$12,280	\$13,080	\$173	\$185	\$223	\$257	\$287	\$317
Yavapai	60	\$23,100	\$26,400	\$29,700	\$32,940	\$35,580	\$38,220	\$40,860	\$43,500	\$577	\$618	\$742	\$856	\$955	\$1,054
	50	\$19,250	\$22,000	\$24,750	\$27,450	\$29,650	\$31,850	\$34,050	\$36,250	\$481	\$515	\$618	\$713	\$796	\$878
	40	\$15,400	\$17,600	\$19,800	\$21,960	\$23,720	\$25,480	\$27,240	\$29,000	\$385	\$412	\$495	\$571	\$637	\$703
	30	\$11,550	\$13,200	\$14,850	\$16,470	\$17,790	\$19,110	\$20,430	\$21,750	\$288	\$309	\$371	\$428	\$477	\$527
	20	\$7,700	\$8,800	\$9,900	\$10,980	\$11,860	\$12,740	\$13,620	\$14,500	\$192	\$206	\$247	\$285	\$318	\$351



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: **Low Income Housing Tax Credits**

REGARDING FUNDING SOURCES: **LIHTC**

INFORMATION BULLETIN No. 06-12
RE: Clarifications to 2012 QAP

ISSUED: February 7, 2012

The Department has posted a document on its website that will be updated by ADOH as required to inform applicants in the 2012 LIHTC Application Round of clarifications to the 2012 QAP.

NOTE: It is the responsibility of the Applicant to review the site for updates.

[Clarifications to 2012 QAP](#) can be accessed on the ADOH website at Forms and Handbooks/Rental Development (LIHTC program).

Should you have any questions with respect to this notice, please e-mail 2012_QAP_Comments@azhousing.gov.



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The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: Low Income Housing Tax Credits

REGARDING FUNDING SOURCES: LIHTC

INFORMATION BULLETIN No. 09-12
RE: Clarifications to 2012 QAP 02-16-12

ISSUED: February 16, 2012

The Department has posted a document on its website that will be updated by ADOH as required to inform applicants in the 2012 LIHTC Application Round of clarifications to the 2012 QAP. This document has been revised effective February 16, 2012.

NOTE: It is the responsibility of the Applicant to review the site for updates.

[Clarifications to 2012 QAP](#) can be accessed on the ADOH website at Forms and Handbooks/Rental Development (LIHTC program).

Should you have any questions with respect to this notice, please e-mail [2012 QAP Comments@azhousing.gov](mailto:2012_QAP_Comments@azhousing.gov).



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Arizona
Department
of Housing

The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: RENTAL

REGARDING FUNDING SOURCES: LOW INCOME HOUSING TAX CREDITS

INFORMATION BULLETIN No. 26-12

ISSUED: July 24, 2012

RE: Compliance Training Requirements

Developers who participate in the Low Income Housing Tax Credit Program should take note that Eligibility requirements in the Qualified Allocation Plan (the "QAP") mandate that Applicants participate in Developer Compliance Training.

The half day session on Compliance provided at the annual Application Workshop, previously deemed as acceptable as meeting this requirement, will no longer be considered. Applicants must meet the definition of "Compliance Training" as stated in the QAP. Developer, Co-Developer or Consultant must attend Compliance Training at a minimum of every five (5) years.

"Compliance Training" means instructional programs taught by authorized providers on operating and managing Projects in conformance with the requirements of I.R.C. §42, Reg. 1.42-5, the QAP and the LURA. Approved Compliance Training providers are: ADOH, Compliance Solutions, THEOPRO and Spectrum. If Developers have attended an approved Compliance Training within the last five years, a certificate from that training will be acceptable.

Additionally, Management Agents will also be held to meeting Compliance Training requirements as noted in the QAP. Management Agent Compliance Training is offered by ADOH on the Compliance Manual and owners'/managers' compliance responsibilities. Property Managers must attend and be certified annually on ADOH compliance monitoring. Property Managers must submit a Compliance Training certificate with the Project annual report to ADOH.

The Department's next scheduled Compliance Training will be held on October 23-24, 2012 in Tucson, AZ. Please see the Department's website for further guidance on registration.

Questions may be directed to Ruby Dhillon at (602) 771-1031, e-mail: Ruby.Dhillon@azhousing.gov, or Lisa Troy at (602) 771-1071, e-mail: Lisa.Troy@azhousing.gov.



Arizona
Department
of Housing



The Arizona Department of Housing 2012 Information Bulletin

REGARDING PROGRAMS: RENTAL

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 01-12

ISSUED: January 6, 2012

RE: 2012 LIHTC QUALIFIED ALLOCATION PLAN FINAL

The final FY 2012 Qualified Allocation Plan has been posted to our website on the Publications page at: www.azhousing.gov. This document may be made available in alternative form upon request by contacting ADOH at the telephone number below.

The 2012 LIHTC applications, including the attendant Exhibits and Forms are also available for download on the **Forms and Handbooks** page under the Rental Development (LIHTC) program.



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